Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job reference number: \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_

First name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Week ending Sunday: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complete this section **in full** – not doing so may delay payment

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Day | Start time | Finish time | Break | Start time | Finish time | Total hours |
| Mon |  |  | You are legally required to take a **minimum of a 20 minute break after 6 hours** worked. TES advises at least a 30 minute break.  Fill in AM finish and PM start times to reflect this break, **do not** just take it off from day total hours. |  |  |  |
| Tue |  |  |  |  |  |
| Wed |  |  |  |  |  |
| Thu |  |  |  |  |  |
| Fri |  |  |  |  |  |
| Sat |  |  |  |  |  |
| Sun |  |  |  |  |  |
|  | | | Week’s total hours | |  | |

Breaks are unpaid and may be specified by your department

Pay is worked out in 15 minute blocks

Please fill in using the 24 hour clock

**Holiday:** Please pay out \_\_\_\_\_\_\_\_ hours pay from my accrued holiday allowance. I confirm I have taken at least this number of hours as annual leave this week.

**Sickness:** Indicate any sickness absences on the grid and tell us the total hours you did not work due to sickness: \_\_\_\_\_\_\_\_\_\_\_\_\_\_. If you are sick for 4 or more days please also fill in a CHRIS/73 form (http://www.hr.admin.cam.ac.uk/forms) and send it to the TES Office.

|  |  |  |
| --- | --- | --- |
| If this is your **last timesheet for this assignment** please tick the relevant box below: | | |
| TES Temporary Worker Pool | This is my last timesheet for this assignment. Please add me back into the pool of TES workers from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| I am leaving TES, please issue my P45 |  |
| I am leaving TES to take up employment with the University in the department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with effect from \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Payrollers | This is my last timesheet for this assignment, I do not expect to undertake another assignment within the next month or two, please issue my P45 |  |
| I will be payrolled again within the next month or two, please do not issue my P45 |  |
| I am leaving TES to take up employment with the University in the department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with effect from \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Any untaken holiday accrued for this assignment will be paid out at the end of the assignment | | |

|  |  |
| --- | --- |
| Comments:  I confirm that I have worked the above hours and I have checked the ‘Week: Total Hours Worked’ for accuracy. I have read and agree to the TES terms and conditions. (Information can be found at: <http://www.admin.cam.ac.uk/offices/hr/forms/pd29/>)  Change address to new notes I am writing  Signed by **TEMPORARY WORKER**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  I confirm that I have worked the above hours and I have checked the ‘Week: Total Hours Worked’ for accuracy. I have read and agree to the TES terms and conditions. (Information can be found at: <http://www.admin.cam.ac.uk/offices/hr/forms/pd29/>)  Change address to new notes I am writing  Signed by **TEMPORARY WORKER**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  | |

I have checked this timesheet and confirm that it accurately reflects the hours worked and any sickness and holiday periods taken by the temporary worker. I agree to be invoiced for the amount in ‘Week’s total hours’.

**Signed by SUPERVISOR**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I confirm that I have worked the above hours and I have checked the ‘Week’s total hours’ for accuracy. I have read the TES Handbook and agree to the terms and conditions within.

**Signed by TEMPORARY WORKER**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scan and email your timesheet to temps@admin.cam.ac.uk before 3pm on Friday

http://www.hr.admin.cam.ac.uk/hr-services/tes