

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

By submitting this form you are confirming that you have not worked in excess of the weekly hours permitted by your Tier 4 visa and by the institution in which you are studying (either solely in this assignment or in total if you have multiple assignments/jobs).

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	<input type="checkbox"/> This is my last timesheet for this assignment. Please add me back into the pool of TES workers from: _____	
	<input type="checkbox"/> I am leaving TES, please issue my P45	
Payrollers	<input type="checkbox"/> I am leaving TES to take up employment with the University in the department of _____ with effect from _____	
	<input type="checkbox"/> 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	
	<input type="checkbox"/> I will be payrolled again within the next month or two, please do not issue my P45	
	<input type="checkbox"/> I am leaving TES to take up employment with the University in the department of _____ with effect from _____	
<input type="checkbox"/> 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'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 _____

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 _____

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>