

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 1 hour break after 4 hours worked (children) or a 30 minute break after 4.5 hours worked (young workers). 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

Young workers = under 18 years old but over school leaving age. Children = between 13 years old and school leaving age. You reach school leaving age on the last Friday in June as long as you'll be 16 by the end of that year's summer holidays.

 As you are under 18 years old there are additional working restrictions that you are legally required to abide by. You will have received the details of the restrictions from TES (Also at <http://www.hr.admin.cam.ac.uk/hr-services/tes/working-restrictions>). **By submitting this form you are confirming that you have followed these restrictions.**
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	
	<input type="checkbox"/> I am leaving TES to take up employment with the University in the department of _____ with effect from _____	
Payrollers	<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 payrollled 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>