

## Using the TES online timesheet system

Please read these instructions in full and refer to them again as required when submitting timesheets. **Failure to follow any part of the instructions may delay your pay or lead to you not receiving the correct amount.** Timesheets containing errors or omissions will only be processed in the relevant payroll if there is sufficient time to obtain the required details.

Timesheets are financial documents therefore it is important that they are complete and accurate.

### Deadline

The normal deadline for your timesheet being submitted to TES is 3pm on a Friday afternoon. **Your timesheet submission is not complete until it has been authorised by your supervisor.** Occasionally the deadline will be earlier (e.g. before a bank holiday) and you will be informed of this separately via email. Please make sure you keep us up to date with any changes to your email address. If your timesheet is received after the deadline we will not process it until the following payroll. The only exception to this on a standard week is if you have worked that weekend, then the timesheet must be with us by 8am Monday.

We encourage you to submit your timesheets on a weekly basis rather than storing them up. If you do not submit weekly then you will often pay more in National Insurance contributions.

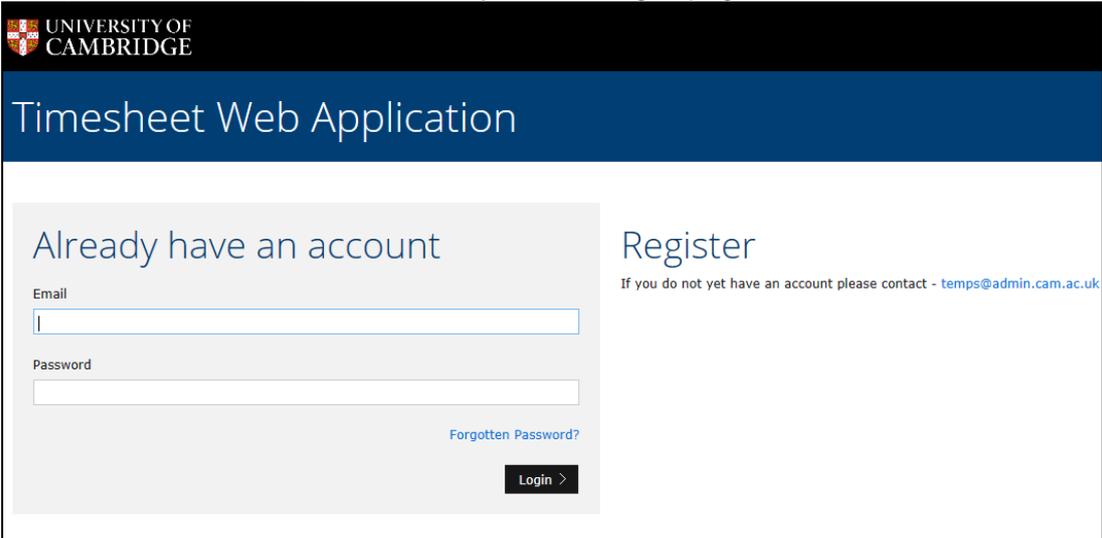
### Activating your account

Before you can use the system you must activate your account. You will be sent an email containing a link. This will take you to a page where you can set your password. Your account will then be active and you will be redirected to the login page.

### Logging in to the system

The system can be accessed via desktop or a mobile device.

The web address for the system is <https://hrsystems.admin.cam.ac.uk/timesheet-webapp/welcome-d.xhtml>. This will take you to the logon page:



The screenshot shows the login page for the Timesheet Web Application. At the top left is the University of Cambridge logo. The page title is "Timesheet Web Application". There are two main sections: "Already have an account" and "Register".

**Already have an account**

Email

Password

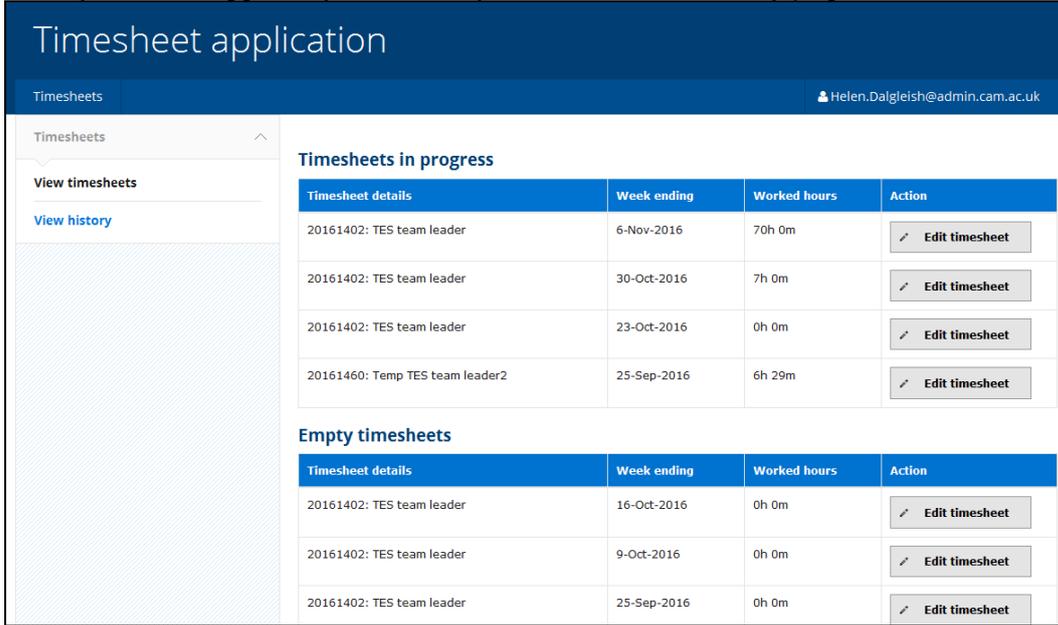
[Forgotten Password?](#)

**Register**

If you do not yet have an account please contact - [temps@admin.cam.ac.uk](mailto:temps@admin.cam.ac.uk)

## Summary page

Once you have logged in you will see your timesheet summary page:



The screenshot shows the 'Timesheet application' interface. At the top, there's a navigation bar with 'Timesheets' and a user profile 'Helen.Dalgleish@admin.cam.ac.uk'. On the left, there's a sidebar with 'View timesheets' and 'View history'. The main content area is divided into two sections: 'Timesheets in progress' and 'Empty timesheets'. Both sections contain a table with columns for 'Timesheet details', 'Week ending', 'Worked hours', and 'Action'. Each row in these tables has an 'Edit timesheet' button.

Timesheets in progress			
Timesheet details	Week ending	Worked hours	Action
20161402: TES team leader	6-Nov-2016	70h 0m	<a href="#">Edit timesheet</a>
20161402: TES team leader	30-Oct-2016	7h 0m	<a href="#">Edit timesheet</a>
20161402: TES team leader	23-Oct-2016	0h 0m	<a href="#">Edit timesheet</a>
20161460: Temp TES team leader2	25-Sep-2016	6h 29m	<a href="#">Edit timesheet</a>

Empty timesheets			
Timesheet details	Week ending	Worked hours	Action
20161402: TES team leader	16-Oct-2016	0h 0m	<a href="#">Edit timesheet</a>
20161402: TES team leader	9-Oct-2016	0h 0m	<a href="#">Edit timesheet</a>
20161402: TES team leader	25-Sep-2016	0h 0m	<a href="#">Edit timesheet</a>

- *Timesheets in progress* – these are timesheets you have started editing but have not submitted.
- *Empty timesheets* – these are all unedited, non-submitted timesheets for any open assignments. If there are timesheets that you do not need to submit hours, holiday or sickness for then you do not need to do anything with those empty timesheets.

To go into a particular timesheet, click on the relevant 'Edit timesheet' button. Please note:

- if you have multiple assignments with TES, you must ensure you pick the correct timesheet – you will find the job reference numbers stated in your assignment agreements.
- a TES working week runs Monday to Sunday, so the week ending date shown is the Sunday at the end of the relevant week.

## Timesheet Banner

At the top of your timesheet you will see a banner summarising your/the assignment details and those of the timesheet:

Timesheet			
Job reference number	<b>20161520: TES Team Leader 5</b>	Week ending	<b>27-Nov-2016</b>
Client name	<b>University Information Services</b>	Worker	<b>Helen Dalgleish</b>
Status	<b>Not submitted</b>	Holiday earned this week	<b>2h 17m</b>
Week total hours	<b>16h 0m</b>	Hours of sickness	<b>3h 0m</b>

Please note:

- The information in 'Week total hours' and 'Holiday earned this week' will change as you save new data into the timesheet.

## Days worked

The days are listed below the banner, to enter detail click on a day and the section will expand. Once data has been entered you can click on the day again and it will contract.

<b>Monday (21-Nov-2016)</b>	Total worked hours for day	<b>8h 0m</b>	<b>+</b>
<b>Tuesday (22-Nov-2016)</b>	Total worked hours for day	<b>8h 0m</b>	<b>+</b>
<b>Wednesday (23-Nov-2016)</b>	Total worked hours for day	<b>0h 0m</b>	<b>+</b>
<b>Thursday (24-Nov-2016)</b>	Total worked hours for day	<b>0h 0m</b>	<b>+</b>
<b>Friday (25-Nov-2016)</b>	Total worked hours for day	<b>0h 0m</b>	<b>+</b>
<b>Saturday (26-Nov-2016)</b>	Total worked hours for day	<b>0h 0m</b>	<b>+</b>
<b>Sunday (27-Nov-2016)</b>	Total worked hours for day	<b>0h 0m</b>	<b>+</b>

### Entering hours worked

<b>Monday (21-Nov-2016)</b>	Total worked hours for day	<b>8h 0m</b>
Time you started work:	<input type="text" value="09:00"/>	<input type="button" value="⌚"/>
Time you finished work:	<input type="text" value="17:00"/>	<input type="button" value="⌚"/>

For each day you must enter:

- The time you started work
- The time you finished work

Please note:

- You must use the 24 hour clock
- You can type in numbers or use the clock
- You are no longer limited to working in 15 minute blocks
- Once the timesheet is saved, the total hours for the day will appear at the top right corner of each day.

It's a legal requirement that RTW is taken prior to work commencing.

#### *Tier 4 visa holders*

If you hold a Tier 4 visa the hours per week you can work are limited by your visa regulations and may be limited by the regulations of the institution at which you study. When you registered with us, you would have received a letter confirming the maximum hours you can work each week. You must not work in excess of the maximum hours allowed – this is a total number of hours covering any assignments with TES and any other job you may hold in the University or elsewhere.

Permitted hours for international students at the University of Cambridge:

<http://www.hr.admin.cam.ac.uk/hr-services/immigration/visas-and-right-work-uk/time-limited-right-work/tier-4-general-working-0>

Permitted hours for international students at other Higher Education Institutions:

<http://www.hr.admin.cam.ac.uk/hr-services/immigration/visas-and-right-work-uk/time-limited-right-work/tier-4-general-working-1>

## Breaks

**Monday (21-Nov-2016)**
Total worked hours for day **7h 0m**

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Time you started work:

Time you finished work:

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Enter any breaks for the day here

Start:

End:

To enter a break click on  you will then be able to enter the start and end time of your breaks.

Please note:

- You can add up to two breaks in a day
- Breaks are deducted from the 'Total worked hours for day'

There are legal restrictions on the hours that you can work. These exist to ensure that you receive adequate breaks and to protect your health and safety. You must have:

- A break of at least 20 minutes (TES recommends at least half an hour) if you are working for longer than 6 hours
- A minimum daily rest period of 11 consecutive hours in every 24
- A minimum weekly rest period of 24 uninterrupted hours for each 7-day period (in addition to the 11 hours' daily rest) or alternatively of 48 hours (in one uninterrupted block or two blocks of 24 hours, again in addition to the 11 hours' daily rest) for each 14-day period.
- A limit to weekly working hours, which must not exceed 48 hours on average (over 17 weeks). There is an opt out form available for this but any request for this must be discussed with the TES Team Leader.

Please note that breaks are unpaid and must be agreed with the supervisor for your assignment (e.g. length, timing).

There are **additional restrictions for workers aged under 18**. If you under 18 you will have been given the regulations concerning working hours, times and days when you registered with TES (see also <http://www.hr.admin.cam.ac.uk/hr-services/tes/working-hours-and-breaks>). You must adhere to these regulations.

## Sickness

If you missed work due to illness (and did not make up those hours later in the week) then you should click on  which will open up:

If you missed work due to sickness, enter details here
Total sickness hours for the day

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Start of time off sick from work

Total no of hours you would have worked had you not been ill (exclude breaks)  
Hour:  Minutes:

You should enter the time you would have started work if you had not been ill.

You should then enter the total number of hours and minutes you would have worked had you not been ill. You should remember to take out the breaks you would have had, for example, if you had planned to work from 09:00 to 17:00 with a lunch break from 13:00 to 14:00 then you would have worked for 7 hours so you would enter 7h 0m here. Your entry for the day would then be:

Monday (21-Nov-2016)		Total worked hours for day	0h 0m
Time you started work:	<input type="text"/>	Time you finished work:	<input type="text"/>
Enter any breaks for the day here			
<b>Add break</b>			
If you missed work due to sickness, enter details here		Total sickness hours for the day	7h 0m
Start of time off sick from work	Total no of hours you would have worked had you not been ill (exclude breaks)	<b>Remove sickness</b>	
<input type="text" value="09:00"/>	<input type="text" value="7 h"/> <input type="text" value="0 m"/>		

Similarly, if you were to go home early on a day due to sickness, then you would enter the time you left work due to illness and the total number of hours missed. For example, if your planned working hours were as in the previous example, but you went home at 15:00 due to sickness, you would fill in your times, breaks and sickness for the day as follows:

Monday (21-Nov-2016)		Total worked hours for day	5h 0m
Time you started work:	<input type="text" value="09:00"/>	Time you finished work:	<input type="text" value="15:00"/>
Enter any breaks for the day here			
Start:	<input type="text" value="13:00"/>	End:	<input type="text" value="14:00"/> <b>Remove break</b>
If you missed work due to sickness, enter details here		Total sickness hours for the day	2h 0m
Start of time off sick from work	Total no of hours you would have worked had you not been ill (exclude breaks)	<b>Remove sickness</b>	
<input type="text" value="15:00"/>	<input type="text" value="2 h"/> <input type="text" value="0 m"/>		

The hours missed due to sickness are shown at the top right of the sickness box.

If you miss work due to sickness but make up those hours later in the week i.e. you still work the hours you would have done for the week but just at different times/days, then you should not indicate sickness on the timesheet.

You do not get paid for sickness absence but you do accrue holiday leave. However, if you claim holiday pay to cover time you were absent due to sickness then you will not accrue annual leave for this period, as you cannot be on annual leave and sick leave at the same time.

If you are ill for 4 days or more (including non-working days e.g. weekends) you will need to fill in a CHRIS/73 form (found at <http://www.hr.admin.cam.ac.uk/forms>) and submit it to the TES Team Leader. TES will notify Payroll of your sickness absence, who will assess if you are eligible for Statutory Sick Pay (SSP). If you are eligible for SSP you cannot also claim holiday pay to cover the same period.

### Saving your timesheet

At the bottom of the first page of the timesheet is:

**Save timesheet**   **Save and Next**

Each time you enter hours, breaks or sickness you should save the timesheet. You can then logout and log back in to add further information.

**Save and Next**

When you save you will either get a message telling you:

 Your timesheet was successfully saved

Or you will receive an error message indicating what needs to be amended, e.g.:

**Time Entry for Tuesday:** Please provide a valid break

Once you have finished entering data for the week you should click 'Save and Next'. You will then be taken to this page:

Week ending : 27-Nov-2016		Holiday
Monday	5h 0m	<p><b>Total outstanding accrued holiday for this assignment</b> <b>9h 14m</b></p> <p><b>Maximum holiday pay that can be claimed with this timesheet</b> <b>5h 0m</b></p> <p>Have you taken any holiday <input type="checkbox"/> this week that you would like to be paid for from your leave allowance?</p> <p>Is this your final timesheet submission for this assignment? <input checked="" type="radio"/> No <input type="radio"/> Yes</p>
Tuesday	10h 0m	
Wednesday	4h 0m	
Thursday	7h 0m	
Friday	0h 0m	
Saturday	0h 0m	
Sunday	0h 0m	
<p>Worked hours : <b>26h 0m</b></p> <p>Sick hours : <b>6h 0m</b></p> <p>Expected working hours : <b>37h 0m</b></p>		
		<p><b>Previous</b>   <b>Submit for authorisation</b></p>

On the left hand side is a summary of your hours worked and sickness hours for the week, please check that is correct.

Your expected weekly working hours are also stated, this is the number of hours that will usually constitute a full week's work for you in that assignment. You do not have to work this exact number of hours, but can work less or more as directed by your supervisor.

## Holiday

The holiday box indicates the amount of untaken holiday you have accrued for that assignment. It also indicates the maximum amount of holiday that can be claimed with that timesheet.

Holiday pay should only be claimed to cover leave taken. It cannot be claimed as an additional payment without holiday being taken. This is a legal requirement to protect your health and safety. Please note that for this, sickness hours count as working hours. The system will not allow you to claim holiday outside this policy. For example, if your expected weekly working hours are 36.5 and you:

- work those hours or more, then you will not be able to claim any holiday pay.
- work for 20 hours and are off sick for 16.5 hours then you will not be able to claim any holiday pay.
- work only 20 hours, then you are entitled to claim up to 16.5 hours of holiday pay – assuming you have accumulated this amount.
- take an entire week off then you are entitled to claim up to 36.5 hours of holiday pay – assuming you have accumulated this amount.

If you believe your indicated expected weekly working hours to be inaccurate please discuss this with your supervisor who can advise TES if any change needs to be made.

Please note that if you have submitted timesheets that have not yet been authorised, then the holiday accumulated on those timesheets will not be added to the outstanding holiday until they have been authorised.

If you have taken leave from your assignment and wish to receive some of your accumulated holiday pay to cover this, you should tick the box indicating this and fill in the amount of holiday you would like to claim.

**Total outstanding accrued holiday for this assignment**  
**9h 14m**

**Maximum holiday pay that can be claimed with this timesheet**  
**5h 0m**

Have you taken any holiday  this week that you would like to be paid for from your leave allowance?

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Please enter hours and minutes to claim as holiday

4 h ▾	0 m ▾
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If you indicate that you are submitting your last timesheet for an assignment we will automatically pay out any remaining leave owed to you for that assignment.

### On finishing an assignment

If you are submitting the last timesheet for an assignment you should mark 'yes' in answer to this question:

Is this your final timesheet submission for this assignment?  No  Yes

Different options will then appear depending on whether you are part of our temporary worker pool (you applied to join TES and were then interviewed by us) or are part of our payroll service (a department asked you to register with us in order to work for them).

#### **Temporary worker pool**

Is this your final timesheet submission for this assignment?  No  Yes

Please choose applicable option  This is my last timesheet for this assignment. Please add me back into the pool of TES workers.

I am leaving TES, please issue my P45.

I am leaving TES to take up employment with the University.

**Important:** Please ensure that all prior timesheets for this assignment have been submitted before completing this information, you will not be able to submit further timesheets after ending this assignment.

1. You should tick the first option if you wish to be forwarded for new assignments.
2. You should tick the second option if you are leaving TES completely and want us to issue your P45.
3. You should tick the third option if you are leaving TES in order to take up a contract of employment with the University (please note this does not include the colleges). With this option we will pass your P45 straight over to your contract position so it will not be sent out to you.

#### **Payrollers**

Is this your final timesheet submission for this assignment?  No  Yes

Please choose applicable option  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.

**Important:** Please ensure that all prior timesheets for this assignment have been submitted before completing this information, you will not be able to submit further timesheets after ending this assignment.

1. You should tick the first option if you are leaving TES completely and want us to issue your P45.

2. You should tick the second option if you **know** you are going to undertake another payrolled assignment within the next couple of months. You should **not** tick this option on the off chance that you may do some more work through TES in the future.
3. You should tick the third option if you are leaving TES in order to take up a contract of employment with the University (please note this does not include the colleges). With this option we will pass your P45 straight over to your contract position so it will not be sent out to you.

If you are part of our payroll service and you wish to join our temporary worker pool, please still follow these instructions for your final timesheet. You may then apply to join our pool via our website.

Please note that when you indicate that a timesheet is a final one for that assignment and you submit it for authorisation, you will not be able to submit any further timesheets for that assignment.

If there are any unpaid timesheets in the system when you move to a University contractual role, these will be added to your first monthly contract payment. This means you may experience a short delay in receiving the pay from your last timesheet with TES.

Please note, if you are made a leaver from TES you **must** re-register with TES before undertaking any further work that is to be paid via TES. We are legally obliged to re-check your right to work evidence before you can work again.

If you are moving to a new address before your final payslip and P45 will be sent out, please email TES to let us know the new address so we can send the paperwork to you.

Please do indicate when you are at the end of an assignment as not to do so delays your holiday pay and your P45 being issued or your being returned to the temporary worker pool.

### Submitting your timesheet for authorisation

Once you have completed your timesheet you need to [Submit for authorisation](#)

When you have done this you will receive an email confirming this and letting you know who the timesheet is awaiting authorisation from. Please note that **until the timesheet has been authorised it has not been submitted to TES**, therefore, if the deadline is approaching and you have not received an email confirming your timesheet has been authorised then you should contact your authoriser(s) directly to request the authorisation. It is your and your supervisor's responsibility to ensure the timesheet reaches TES by the deadline.

You cannot amend your timesheet while it is awaiting authorisation. If you need to make a change you will have to ask your authoriser to refer it back to you so you can amend it.

### Timesheets referred back to you

If your authoriser does not agree with something on your timesheet they will refer it back to you. You will then get an email explaining the reason for this. You should discuss this with your authoriser and amend the timesheet as necessary and then resubmit it for authorisation.

Referred back timesheets can be found in 'View timesheets' and then 'Timesheets in progress' with the reason for rejection stated:

### Timesheets in progress

Timesheet details	Week ending	Worked hours	Action
20161460: Temp TES team leader2	13-Nov-2016	0h 0m	 <b>Edit timesheet</b>
<div style="border: 1px solid orange; padding: 5px; background-color: #fff9c4;"> <b>20161402: TES team leader</b>  Monday was a bank holiday and you did not work, please removed hours for that day. </div>	13-Nov-2016	8h 0m	 <b>Edit timesheet</b>
20161402: TES team leader	30-Oct-2016	5h 0m	 <b>Edit timesheet</b>

### Authorised timesheets

When your timesheet has been authorised you will receive an email confirming this. You will then be able to view a read only version in your 'View history', where you can also view your timesheets still awaiting approval:

#### Submitted Timesheets

Timesheet details	Status	Week ending	Worked hours	Action
20161402: TES team leader	Approved	6-Nov-2016	70h 15m	 <b>View timesheet</b>
20161460: Temp TES team leader2	Approved	6-Nov-2016	12h 55m	 <b>View timesheet</b>
20161460: Temp TES team leader2	Approved	30-Oct-2016	41h 59m	 <b>View timesheet</b>
20161460: Temp TES team leader2	Approval required	23-Oct-2016	16h 0m	 <b>View timesheet</b>
20161460: Temp TES team leader2	Approval required	16-Oct-2016	9h 0m	 <b>View timesheet</b>

### Logging out

Click on your email address and the log out button will appear:

