Please follow these steps to help us ensure the temporary workers are paid on time for their work.

Without an authorised timesheet, the Temporary Staffing Service is unable to process any payments.

1. **Login to your account**

   You will receive an email notification when a temporary worker submits a timesheet for an assignment you are associated with. Follow the link in the email, or visit [www.tss.ox.ac.uk/clientarea](http://www.tss.ox.ac.uk/clientarea) to login to your Recruiting Manager account.

   **Tip:** Your username is your Single Sign On username, but your password is specific to the TSS site.

2. **Identify the correct timesheet**

   You will be presented with a list of all timesheets requiring authorisation. To access each timesheet, click on the date in the ‘Week Commencing’ column.

3. **Check the Assignment Details**

   This is a good opportunity to check the assignment details, particularly if a temporary worker is undertaking multiple assignments in your department.
Review the Timesheet Authorisation section, to check that the hours recorded by the temporary worker for each day are correct. The TSS only requires daily totals to process a payment, but most Recruiting Managers expect temporary workers to include details of start/finish times and breaks as well. Remember that Bank/Public holidays, annual leave or any other form of leave should **not** be included on the timesheet.

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
</tbody>
</table>

Under the Rates Breakdown and Totals sections, you can check that the pay rates for any hours worked are correct. Temporary workers should not record overtime at an enhanced rate unless it has been approved in advance with the Recruiting Manager.

If you are happy with hours recorded, tick the box in the Authorise Timesheet section and then click the Save button.

Alternatively, if you disagree with the hours submitted, please inform the temporary worker and contact the Temporary Staffing Service, who will issue a fresh timesheet.

Due to the strict University payroll timetable, it is essential that all timesheets are authorised before the monthly deadline. The TSS will issue regular reminders to all Recruiting Managers and Temporary Workers when the deadline is approaching, but it is recommended that you have a back-up authoriser who can approve timesheets in your absence. To arrange a back-up authoriser, please contact the Temporary Staffing Service on Tel: **01865 (6)12361** or email **timesheets@admin.ox.ac.uk**.

Please note, the online time sheeting system was introduced in February 2016 and further development is underway to offer additional functionality. If you experience any problems using the system, or have recommendations on how it might be improved, please get in touch with us at TSS.