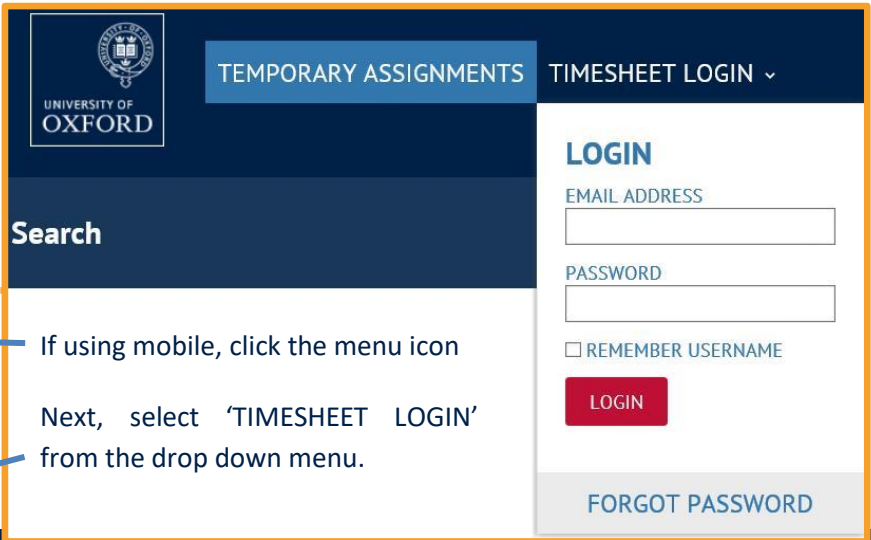
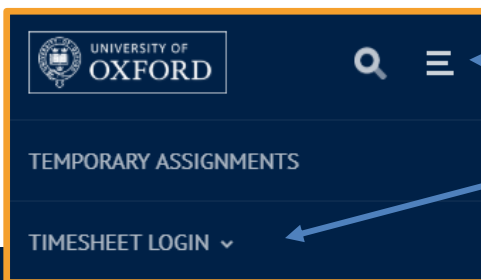


Once you have completed your work for the week, follow these steps to help ensure you are paid on time

Please note: You will need to complete a separate timesheet for each assignment you are undertaking
Without an authorised timesheet, the Temporary Staffing Service is unable to process your payment

1 Login to your account

Visit www.tss.ox.ac.uk and select 'TIMESHEET LOGIN' from the header menu, then enter your personal email address and TSS password.



If using mobile, click the menu icon

Next, select 'TIMESHEET LOGIN' from the drop down menu.

2 Identify the correct timesheet

Find the relevant timesheet from the list and click on the date in the 'Week Commencing' column to open it.

Timesheets

Status: Incomplete / Not Submitted

Week Commencing	Department	Assignment (ID)	Status
09 Jul 2018	Indefinite Studies	Administrative Assistant (4531)	Incomplete
16 Jul 2018	Indefinite Studies	Administrative Assistant (4531)	Incomplete
23 Jul 2018	Indefinite Studies	Administrative Assistant (4531)	Incomplete

3 Enter your standard hours

For each day that you have worked; enter your start time, the total time taken for unpaid breaks and your end time.

The timesheet will automatically calculate your total hours for the day and display this in the 'Time Worked' field.

Please note:

- Any holidays, days off sick or other leave should be left blank.
- You should not record any overtime hours in the 'Time Worked' figure (see step 4)

Mon
09/07/2018

Hours Worked (Standard)

Start Time	09:00
Break	1 Hrs 0 Mins
End Time	17:30
Time Worked	7 Hrs 30 Mins

Tip: You can either type in your start and end times manually, or pick half-hourly intervals using the time picker pop up window.

Time Picker

00:00	00:30	01:00	01:30
02:00	02:30	03:00	03:30
04:00	04:30	05:00	05:30
06:00	06:30	07:00	07:30
08:00	08:30	09:00	09:30

Tip: if required, the Time Worked field can be manually adjusted

4

Enter any overtime hours

If you have completed any hours paid at an enhanced rate, you can enter the hours/mins in the **Hours Worked (OT 1)** and/or **Hours Worked (OT 2)** fields

Hours Worked (OT 1)			
Time Worked	3 Hrs	30 Mins	3 Hrs 15 Mins

Please note; OT 1 & OT 2 rates will only be visible if your hiring department has agreed to enhanced overtime /pay arrangements in advance and confirmed this with the Temporary Staffing Service. Please ensure that the overtime hours are deducted from the standard 'Time Worked' field, so that they are not recorded twice.

5

Check your totals

Under the 'Rates Breakdown' section, you should check that the total hours displayed for the week and your hourly pay rate(s) are correct.

Rates Breakdown	
Please double check the totals below.	
Hours Worked (Standard)	37.5 @£9.13
Hours Worked (OT 1)	6.75 @£11.39

Tip: If you think that the hourly pay rate displayed on screen is incorrect, please continue with the submission of your timesheet to prevent any unnecessary delay in payment. Check the pay rate that was confirmed in your latest Assignment Details Form and if there appears to be an error, contact the TSS on Tel: 01865 612360

6

Submit your timesheet

In the final section, tick the box to confirm you would like to submit the timesheet for approval.

Please tick below when you have finished entering your hours	
Please tick to indicate you wish to submit this timesheet for approval:	<input checked="" type="checkbox"/>

BACK	SUBMIT TIMESHEET
------	------------------

Finally, click 'Submit Timesheet'.

An email will be sent to your Hiring Manager, informing them that a timesheet is ready for their authorisation

7

Check your timesheets have been submitted and authorised before the monthly deadline

When the monthly payroll deadline is approaching, you will receive a reminder, please log in and ensure you have no outstanding/incomplete timesheets to submit.

You can also check if your submitted timesheets have been authorised by your hiring department. Just change the 'Status' filter option to show 'Submitted' or 'Authorised' timesheets.

Timesheets	
Status:	Incomplete / Not Submitted ▼
	All Timesheets
	Authorised
	Submitted
	Incomplete / Not Submitted

If you are concerned that nobody will be available from your hiring department to authorise your timesheets before the deadline, please contact the Temporary Staffing Service on 01865 612360.