Online Timesheeting – Instructions for Recruiting Managers

UNIVERSITY OF OXFORD

TEMPORARY STAFFING SERVICE

> **Please follow these steps to help us ensure the temporary workers are paid on time for their work**
>
> <u>Without an authorised timesheet, the Temporary Staffing Service is unable to process any payments.</u>

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 to login to your Recruiting Manger account

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

TIMESHEET APPROVER LOGIN

Username

Password

☐ Remember username

LOGIN   Forgot Password?

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

Timesheets

Status: Requires Authorisation

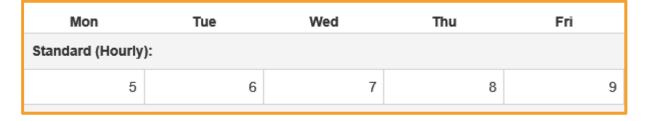| Week Commencing	Temporary Worker	Time Worked	
09 Nov 2015	Bond, James	35.00 Hours	☐
16 Nov 2015	Bond, James	15.00 Hours	☐

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.

Mr James Bond

Administrative Assistant - 473

Placed from 20 Oct 2015 to 24 Nov 2015

Timesheets

Assignment Details

Start Date:	20 Oct 2015
End Date:	24 Nov 2015
Working Hours:	9am-5:30pm (Mon-Thurs) 5pm fin Friday
Equivalent Grade:	5.4

4   Review the hours worked

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 <u>not</u> be included on the timesheet.

Mon	Tue	Wed	Thu	Fri
Standard (Hourly):				
5	6	7	8	9

5   Check the totals

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.

Rates Breakdown

Please double check the totals below.

Hours Worked (Standard Rate)   37 @ £13.84 / Hour

6   Authorise the timesheet

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

Save

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

Authorise Timesheet

By authorising this timesheet, you confirm that the hours detailed above are correct and authorise the Temporary Staffing Service to process a payment to the temporary worker charging any costs to your department/project. ☑

Tip: If you have multiple timesheets to authorise, you can use the controls in the bottom left hand corner to navigate through each timesheet

First Prev **1** 2 Next Last

Not available to sign a 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.