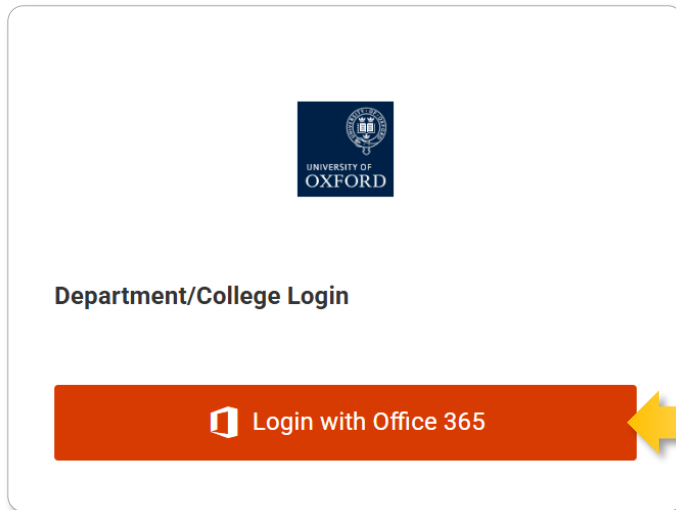


TSS Manager Portal

User Guidance – Online Timesheets

1 Login to the Manager Portal

Visit www.tss.ox.ac.uk/clientarea



Login using your Single Sign On

Click on the 'Login with Office 365' button. If you've already logged into your Single Sign on account within the browser you will automatically be logged in.

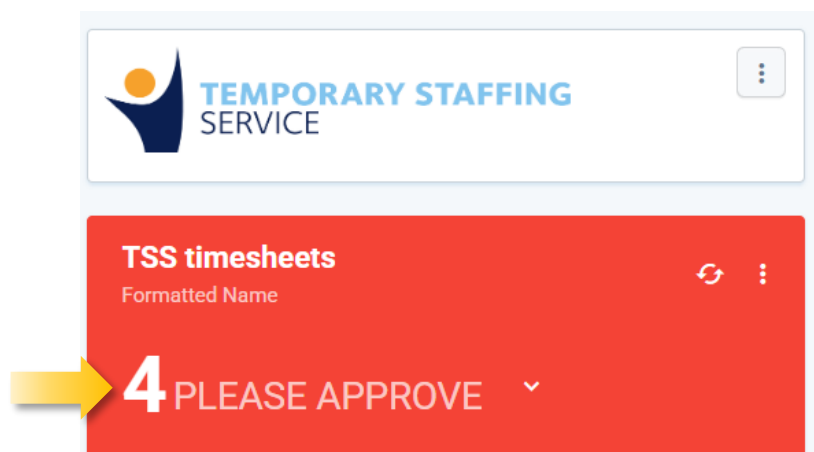
Having problems logging in?

Contact the TSS Team tssinfo@admin.ox.ac.uk

2 View the timesheets awaiting your approval

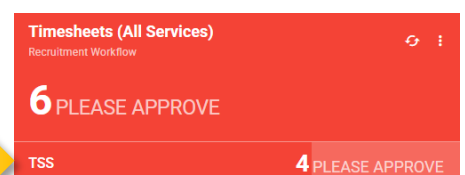
Click on the timesheet count

This will take you to the timesheet list



Users in Colleges and The Department for Continuing Education

Your widget may also be displaying other timesheets in the system requiring your approval. Click on the TSS option to view only TSS timesheets.



3 Open the timesheet

Click on the week commencing date
This will open the individual timesheet

Timesheets

Status: All

Your search returned 5 results [Clear Current Search](#)

<input type="checkbox"/>	Week Commencing ↕	Worker Name ↕	Time Worked ↕	Status	Type
<input type="checkbox"/>	31 Mar 2025	Rizzo, Betty (9293)	36.50 Hours	---	TSS
<input type="checkbox"/>	24 Mar 2025	Rizzo, Betty (9293)	36.50 Hours	---	TSS
<input type="checkbox"/>	17 Mar 2025	Rizzo, Betty (9293)	7.00 Hours	---	TSS

4 Check the hours claimed each day

Time	Mon 31 Mar 2025	Tue 01 Apr 2025	Wed 02 Apr 2025	Thu 03 Apr 2025	Fri 04 Apr 2025	Sat 05 Apr 2025	Sun 06 Apr 2025
Standard (Hourly):							
Start Time	09:00	09:00	09:00	09:00	09:00		
Break	1 Hrs 0 Mins	1 Hrs 0 Mins	1 Hrs 0 Mins	1 Hrs 0 Mins	1 Hrs 0 Mins	0 Hrs 0 Mins	0 Hrs 0 Mins
End Time	17:30	17:30	17:30	17:30	16:30		
Daily Total:	7 Hrs 30 Mins	7 Hrs 30 Mins	7 Hrs 30 Mins	7 Hrs 30 Mins	6 Hrs 30 Mins	0 Hrs 0 Mins	0 Hrs 0 Mins

Has the worker included any hours they didn't work?

Bank/Public holidays, or any other form of leave should not have been recorded on the timesheet.
Temporary workers receive holiday pay as an hourly uplift.

Overtime payments

Where an enhanced rate has been agreed in advance, the temporary worker should have claimed this on a separate OT 1 or OT2 rates line. Contact the TSS if the enhancements aren't showing as expected.

5 Check the weekly totals

Rates Breakdown

Standard (Hourly):

36.5 @ £14.67 / Hour

Check the total hours and pay rate

Totals

Total pay for time worked: £535.46

Total Pay Including Holiday: £627.07

Total expenses: **✗ ignore**

Total Pay Including Holiday for this Timesheet: £627.07

Do I need to complete the expenses/receipts section?

No, please ignore the expenses line and the following expenses/receipts section, TSS workers cannot claim expenses via timesheets.

6 Record your timesheet comments (optional)

Add Comment:

Monday was a Bank Holiday and Betty didn't actually work

Who can view the comments?

If you reject the timesheet, the comments will be forwarded to the temporary worker to help them understand why. Otherwise the TSS team will review comments during the monthly payroll process. This isn't the right place to raise issues or communicate urgent changes, contact the TSS team instead.

7 Approve or Reject the timesheet

Authorise Timesheet

By authorising this timesheet, you confirm that the hours detailed above are correct to the best of your knowledge.



Approve the hours

Tick the box to confirm you authorise the timesheet, then click the 'Save' button.

Submitted on 08 Apr 2025 17:16

Cancel Reject Timesheet Save

Reject the hours

Click the 'Reject Timesheet' button.

Not available to approve a timesheet?

Due to the strict University payroll timetable, it is essential that all timesheets are authorised before the monthly deadline. As the deadline approaches, the TSS will issue reminders to all temporary workers and timesheet approvers, but we strongly recommended that your department nominate 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.