

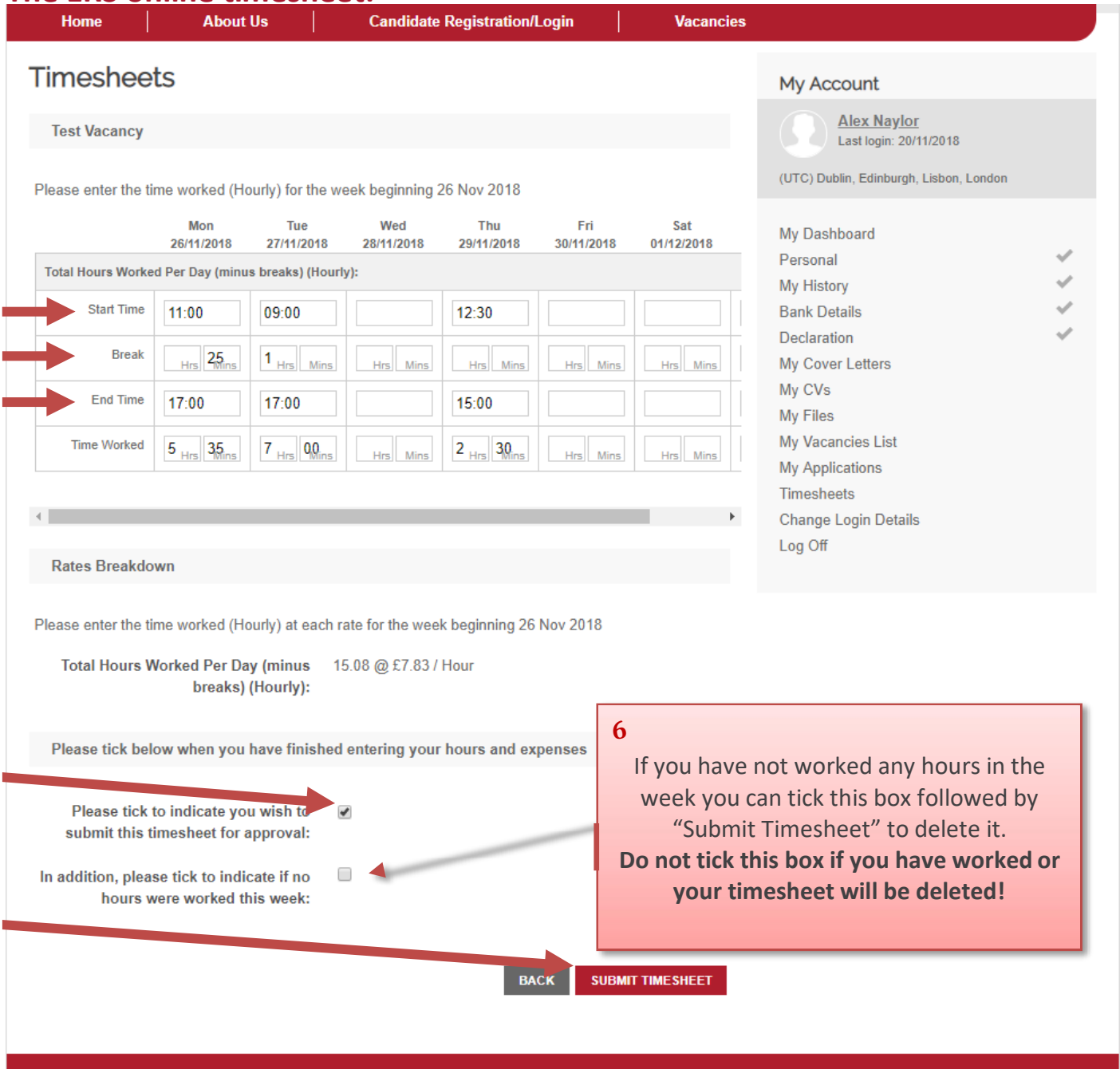
How to complete your online Timesheet

You must complete your timesheet for the previous week no later than **12pm each Monday**.

Please note: once your timesheet is submitted, it cannot be changed by you, so please be sure it is correct before you submit it.

If you need assistance with your timesheets, please [email us](#) or call **01524510853**.

The ERS online timesheet:



The screenshot shows the ERS online timesheet interface. At the top, there is a navigation bar with links for Home, About Us, Candidate Registration/Login, and Vacancies. The main heading is "Timesheets". Below this, there is a section for "Test Vacancy" and a prompt to enter time worked for the week beginning 26 Nov 2018. A table allows users to input start and end times for each day of the week, along with break times. The "Time Worked" row shows the calculated hours and minutes for each day. Below the table is a "Rates Breakdown" section with a total hours worked and a rate per hour. At the bottom, there are two checkboxes for submission approval and a "SUBMIT TIMESHEET" button. A red callout box (6) explains the submission process.

1 → Start Time

2 → Break

3 → End Time

4 → Please tick to indicate you wish to submit this timesheet for approval:

5 → In addition, please tick to indicate if no hours were worked this week:

6 If you have not worked any hours in the week you can tick this box followed by "Submit Timesheet" to delete it. Do not tick this box if you have worked or your timesheet will be deleted!

BACK SUBMIT TIMESHEET

FINDING YOUR TIMESHEET:

- Please go online to <https://temps.lancaster-university.co.uk/> and **log in to the website** using your email address and password.
- On the right side of the screen, under 'My Account', please **click on 'Timesheets'**.
- **Click on the date of the timesheet you would like to fill in**, and you should see a timesheet.
Please note: If you are a Student Ambassador, additional steps are outlined below to submit your timesheet(s) correctly.

COMPLETING YOUR TIMESHEET:

The simplest way to complete your timesheet is to complete the three fields of each day before moving to the next day.

Step 1 | Enter your start time.

Step 2 | Enter the amount of time you took for breaks that day.

Step 3 | Enter your finish time.

You must take a minimum break of 20 minutes after 6 hours of work each day – breaks are not paid.

Step 4 | Tick the box to confirm the hours are correct.

The total number of hours worked for each day will be automatically calculated. Holiday pay is calculated and added at the payroll stage. You will see this on your payslip when it is emailed to you.

STUDENT AMBASSADOR TIMESHEET:

Student Ambassadors are now asked to specify shift/event information including date worked when submitting their timesheets (example shown on right). Please indicate shift undertaken **and** date(s) in the box provided. This is a mandatory field and will assist your manager in identifying the particular Ambassador work undertaken. **Do not add any other comments in this box.**

Rates Breakdown

Please enter the time worked (Hourly) at each rate for the week beginning 17 Aug 2020

Total Hours Worked Per Day (minus breaks) (Hourly):

0 @ £8.21 / Hour

*Student Ambassador Shift Information Only. Non-Ambassador ERS workers please input 'N/A' before submission.

AVD Bus Stop Helper - 27th June
Chemistry Tour Guide - 28th June

Please indicate shift/event worked and date worked. (Eg: Open Day 12th Sept / AVD Tour Guide 10th June etc)

BEFORE YOU SUBMIT YOUR TIMESHEET

CHECK:

- ✓ Ensure you have added details of any breaks taken in your working days.
- ✓ Check the dates above the days you have worked to make sure you are using the correct timesheet.

Remember: once your timesheet is submitted, only your Hiring Manager or Supervisor can amend it. Let them know if you make an error.

Step 5 | Click "Submit Timesheet" to submit your timesheet to your Hiring Manager.

Step 6 | If you have not worked any hours in the week you can remove your timesheet by ticking the box highlighted as Step 6. **Be careful not to tick this if you are submitting hours for this week, as it will delete your timesheet!**

WEEKLY TIMESHEET REMINDERS: If there is a blank timesheet in your records for the week, you will receive a reminder by email asking you to complete your hours each week. If you have not worked any hours that week, you may ignore the reminder and leave your timesheet blank, but unused timesheets will only be deleted once they are three months old, so you may prefer to use the box indicated at Step 6 above to manually delete your timesheet if you have not worked.