TSS Admin & Clerical worker guidance – Completing and submitting timesheets

(The full life-cycle in MyERP)

User Guide

University of Bristol Integrated Finance and HR Systems document TSS – Admin/Clerical Workers
V0.2 (May 22)

Contents

1 | Process overview

General information and guidance

Timesheets are generated, completed and approved in MyERP. Admin & Clerical workers will complete and submit their monthly timesheets for approval. Their line manager will receive an alert asking them to approve the timesheet. Once approved, the timesheet workflows to the TSS for processing.

Timesheets must be approved and submitted to the TSS by the last working day of the month. It is possible for a timesheet to be submitted more than once each month if there are errors or omissions on the original submission. This enables the worker to amend and resubmit their sheet for approval if required. Only the most recently submitted timesheet will be processed for approval.

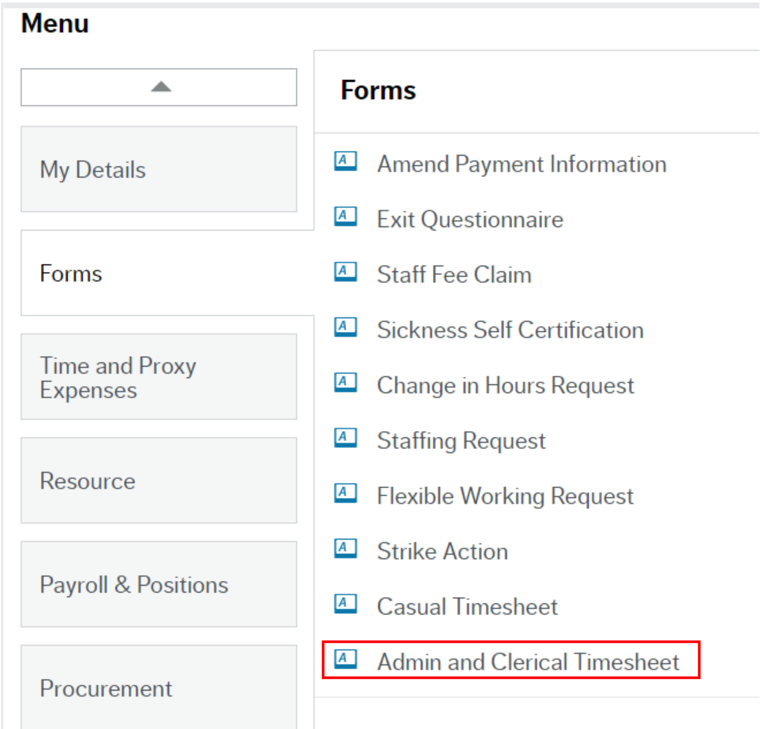
Reminder alerts will be sent out per assignment as follows:

- **Manager alert – approval required:** Managers will receive an alert when they have a timesheet that requires approval.
- **Manager alert – chasing approval:** This will be sent if the manager, or named approvers, have not approved a timesheet by the last working day of the month.
- **Worker alert – timesheet approved:** Workers will receive an alert confirming that their timesheet has been approved and submitted for processing.

2 | Making a timesheet submission

1. Log into MyERP using your UOB credentials: https://myerp.bris.ac.uk/agresso/

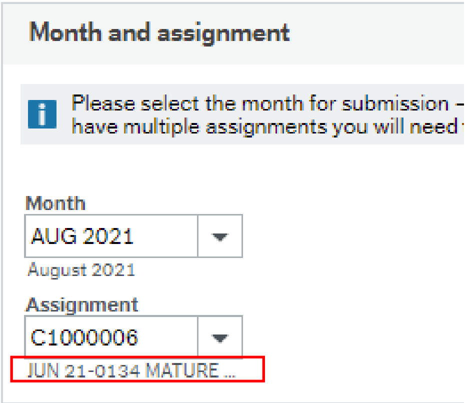
2. From the main MyERP menu, click on **Forms** and then **Admin and Clerical Timesheet**.



If you have any system errors or access issues with your Admin and Clerical Timesheet Forms please contact financehr-systems@bristol.ac.uk and provide us with your ticket reference.

3. You now need to select the timesheet for your assignment. You will need to enter or select data as follows:

Form ID	Leave as **[NEW]**
Month	Select appropriate **Month** for submission
Choose Assignment	Select appropriate **Assignment**
Form description (near the top of the form)	Copy and paste the text under the drop-downs for **Month** and **Position** selected. It is important to use this format consistently as it will help you find completed or saved forms.



Tip

To highlight the text, **triple-click** (double-click plus one more click!) on the **Month** or **Assignment** text underneath each drop down as indicated.
Then you can copy and paste into the **Form description** field using the **mouse right-click** menu options or **Ctrl+C** / **Ctrl+V** keyboard shortcuts.
(Even if the all the assignment text is not visible, the complete assignment name will copy and paste).

4. When you have selected the **Month** and the **Assignment**, a table will be displayed showing all the days for the selected month.

Entering hours worked

1. Click on the line for the day you want to add hours. The row will be highlighted in blue.

2. In the **Hours Worked** box, type the total hours worked for that day. The **Contracted Hours** for the month are calculated based on the work schedule agreed for your assignment.

Contracted Hours	Hours Worked	Notes
0.00	0.00	
0.00	4.00	

The **Contracted Hours** will re-calculate to show any unused hours left for that day. It does not matter if the hours worked are less than the contracted hours.

3. If the **Hours Worked** exceed the **Contracted Hours**, the deficit will show in red. You must provide an explanation in the **Notes** column for why additional hours were worked.

If your assignment has irregular weekly hours (and the 'Contracted Hours' box totalled 0.00 before hours were entered), the Contracted Hours box will show a deficit for all entries, but you do not need to enter an explanation in the 'Notes' column.

Contracted Hours	Hours Worked	Notes
0.00	0.00	
-1.00	5.00	Required to cover for absent colleague

4. Where partial hours are worked, they should be entered in the format provided below. Times will need to be rounded to the nearest 15 minutes:

Time period	Decimal format	Example
15 minutes	xx.25	6 hours & 15 minutes = 6.25
30 minutes	xx.50	6 hours & 30 minutes = 6.5
45 minutes	xx.75	6 hours and 45 minutes = 6.75

5. If you did not work any hours on a specific day, please leave the **Hours Worked** for that day as 0.00.
6. Repeat steps 1-5 for all days worked. Do **not** use the **Add** or **Delete** buttons for rows! If no work was completed on specific days, leave the hours worked as 0.00. If you work additional hours outside of your contracted hours, you can follow step 3 to record this.

7. When you have added all the hours worked for the selected month and have checked that they are correct, click on **Submit form**. This will send the form to your manager for review and approval.

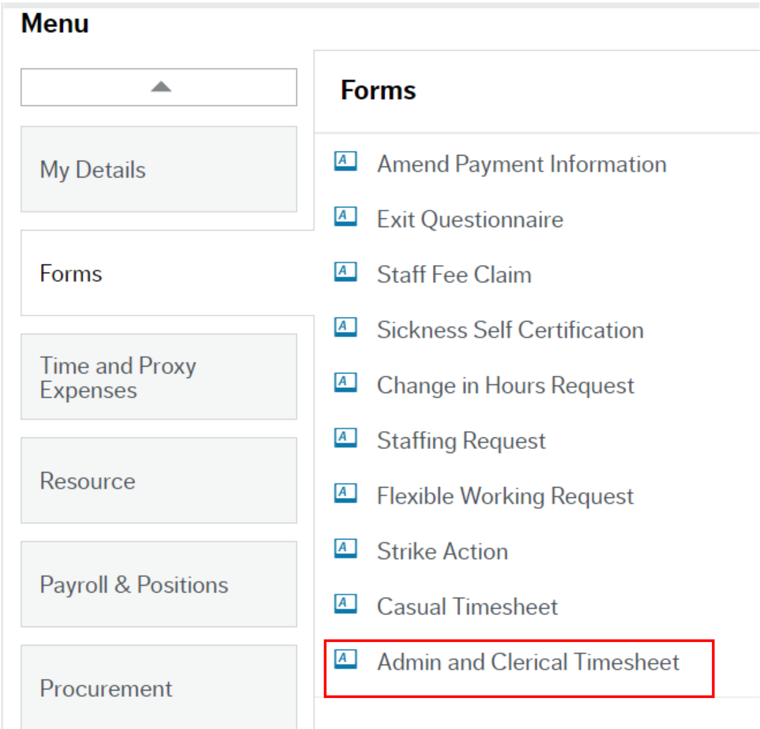
8. You do not need to enter all the hours for the selected month in one go. Data entered can be saved by clicking on the **Save as draft** button and you can update/amend data at a later date, provided you complete and submit the timesheet in line with cut-off dates.

We recommend that you complete and submit your timesheet in one session where possible as this reduces the risk of incomplete timesheets not being submitted for processing.

3 | Updating a draft timesheet

1. Log into MyERP using your UOB credentials: https://myerp.bris.ac.uk/agresso/

2. From the main MyERP menu, click on **Forms** and then **Admin and Clerical Timesheet**.



3. In the **Form ID** box, press the Space bar to see a list of saved timesheets or start typing the **Month/Year** or text from the **Assignment** description. The timesheet should appear, press **Tab** to load the record.

4. Follow the process for **Entering Hours Worked** to update the timesheet as required.

5. You can then choose to **Save as draft** again or **Submit form** to submit the timesheet for processing.

4 | Viewing a completed timesheet & payslip

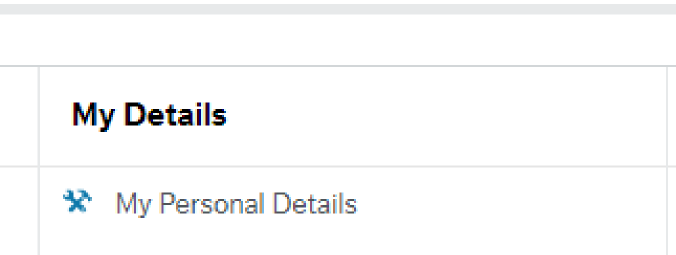
1. Log into MyERP using your UOB credentials: https://myerp.bris.ac.uk/agresso/

2. From the main MyERP menu, click on **Forms** and then **Admin and Clerical Timesheet**.

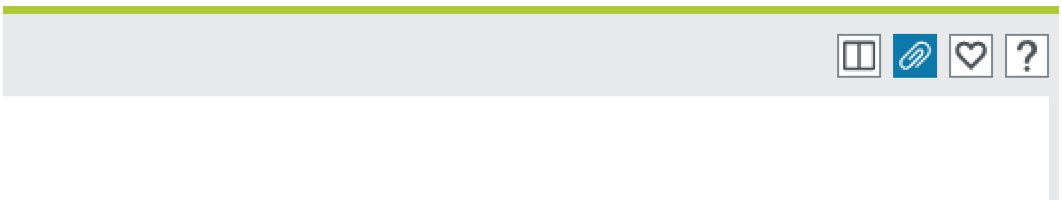
3. In the **Form ID** box, start typing the **Month/Year** or text from the **Assignment** description. The timesheet should appear, press **Tab** to load the record. A submitted timesheet will not have a **Save as draft** button.

Payslips
As timesheets are now submitted via MyERP you will no longer receive hard copy payslips in the post. You can log on to MyERP and view your payslips for all months you have worked.

You will need to click on **My Personal Details** to access your payslips.



Click on the paperclip in the top right-hand corner of the screen. This will display all payslips. You can view or download individual payslips as required.



5 | Updating personal or bank details

You can amend your personal details in the **My Details/My Personal Details** tab or amend your bank details in **Forms/Amend Payment Information.** Guidance is available to support in you in making these changes.