

TSS CAG Manager guidance – Completing and submitting timesheets (The full life-cycle in MyERP)

User Guide

Contents

1	Process overview.....	3
2	Completing and submitting timesheets	4
3	Updating a timesheet.....	8
4	Viewing a submitted timesheet	9
5	Tier 4/Student Visa log of weekly hours.....	10

1 | Process overview

Timesheets are generated, completed and approved in MyERP. Managers will complete timesheets for all Resources (workers) on their assignments and submit them for approval in-system. Once approved, the timesheet workflows to the TSS for processing.

Timesheets must be submitted to the TSS by the last working day of the month. More than one individual can be set up to approve a timesheet. If you have more than one timesheet submitter set up, please ensure that only one timesheet is completed for the assignment.

The system allows more than one timesheet to be submitted for an assignment to allow for instances where errors or omissions have been made on a submitted timesheet. **However please note that only the most recently submitted timesheet will be processed for payment and previous versions will be automatically deleted**.

You can use the steps in **Viewing a submitted timesheet form** to check if a form has already been submitted for that month. If nothing appears in the selection list, then a form has not been submitted.

Alerts

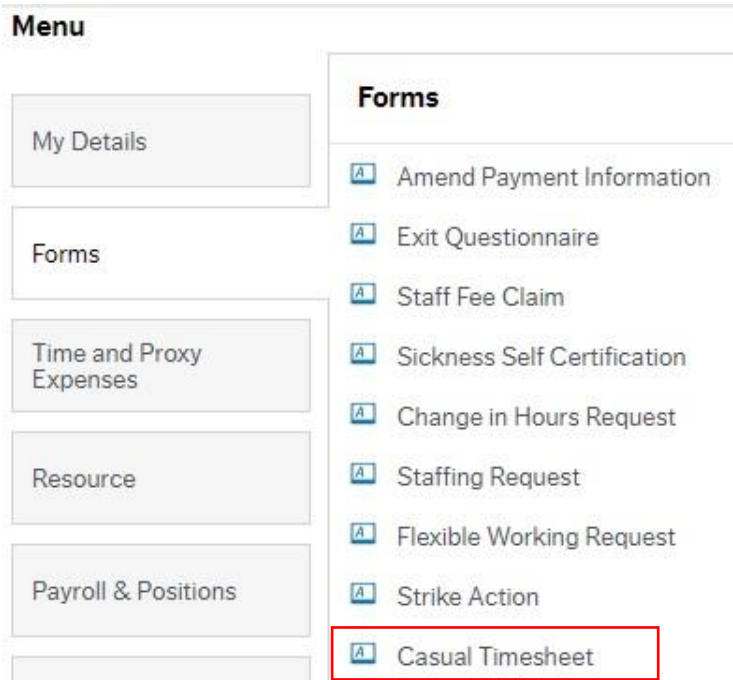
Reminder email alerts will remind managers and form submitters that a timesheet needs to be completed. These are sent out per assignment as follows:

- **Manager alert – role live:** This will confirm that the role is being processed (workers being registered and contracted) and that you will be contacted by the CAG Team directly when the timesheet is available for you to complete and submit for your workers. This will also include a link to the timesheet guidance on SharePoint.
- **Manager alert – complete timesheet(s):** This is sent on the 26th day of each month to prompt you to complete and submit the timesheet(s) for your assignment(s) by the last working day of the month
- **Manager & proxy approver alert – reminder to complete timesheet(s):** This is sent on the last working day of the month to prompt you to complete and submit timesheet(s) for your assignment(s) by the end of the day

2 | Completing and submitting timesheets

This section explains how to complete and submit timesheets for assignments you are line managing.

1. Log in to MyERP to access your account. From the main MyERP menu, please click on **Forms** and then **Casual Timesheet**.



2. 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).

Month and assignment

i Please select the month for submission - have multiple assignments you will need:

Month
 ▼
 August 2021

Assignment
 ▼
 JUN 21-0134 MATURE ...

- When you have selected the **Month** and the **Assignment**, the Resources (workers) for the assignment will appear. Each Resource row will contain information on the employment end date and whether the Resource has a Tier 4/Student visa.

Workers with a Tier 4/Student visa

If a worker has a Tier 4/Student visa, the **Hours Worked** on their row will be automatically populated from the hours submitted via the student on the **Tier 4 weekly log** application. It is imperative that Tier 4/Student visa holders are completing weekly timesheets to ensure they are not exceeding the working hours on their visa.

It is the responsibility of the manager/submitter to check and confirm the hours submitted by the worker and confirm that they have not exceeded their maximum weekly hours throughout the month.

On occasion, a student may legitimately be permitted to work more than 20 hours – for example, during vacation periods. The weekly log will only allow their maximum permitted hours from their visa to pull through to the timesheet. You will need to override the submission with the correct total hours and provide a note to explain why this has been changed.

Managers/submitters with multiple assignments

If you are a manager/submitter for more than one assignment, you will need to repeat the process for each assignment you are responsible for. When you have completed the submission for the first assignment selected you will need to return to step 1 and follow the process through to submission for each assignment you are responsible for.

Entering hours worked

- Click on the first Resource (worker) line to start entering hours worked. The row will be highlighted in blue once clicked. The **Contracted Hours** total for the month is calculated based on the work schedule indicated on the Candidate Request Form (CRF) for the assignment. **If ad hoc hours were set on the Candidate Request form, this column will total 0.00.**

- In the **Hours Worked** box, type the total hours worked for each Resource for the month selected. Where the **Hours Worked** is pre-populated for a Tier 4/Student Visa worker, please check and confirm these hours are accurate. If they are not, you can overwrite the total with the correct hours for the period. Please ensure you inform the worker when you change hours on the timesheet.

Contracted Hours	Hours Worked	Notes
20.00	0.00	

- When the **Hours Worked** column has been completed the **Contracted Hours** column will recalculate to show any remaining budgeted hours for the month, as shown below. The contracted hours are based on the information provided in the CRF and approved by the budget holder. It does not matter if the worker has completed fewer than the contracted hours.

Contracted Hours	Hours Worked	Notes
2.50	17.50	

- If the **Hours Worked** exceed the **Contracted Hours**, the deficit will be shown in red. If this happens you must provide an explanation for why the budgeted hours have been exceeded in the **Notes** column.

Contracted Ho...	Hours Work...	Notes
-5.00	25.00	Required to cover for colleague who was sick

If you have a role with ad hoc 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.

- 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

- If a Resource has not worked any hours in the selected month, please leave the **Hours Worked** as 0.00 for multiple worker assignments. For individual assignments you do not need to submit a timesheet for 0.00 hours if the Resource has not worked.

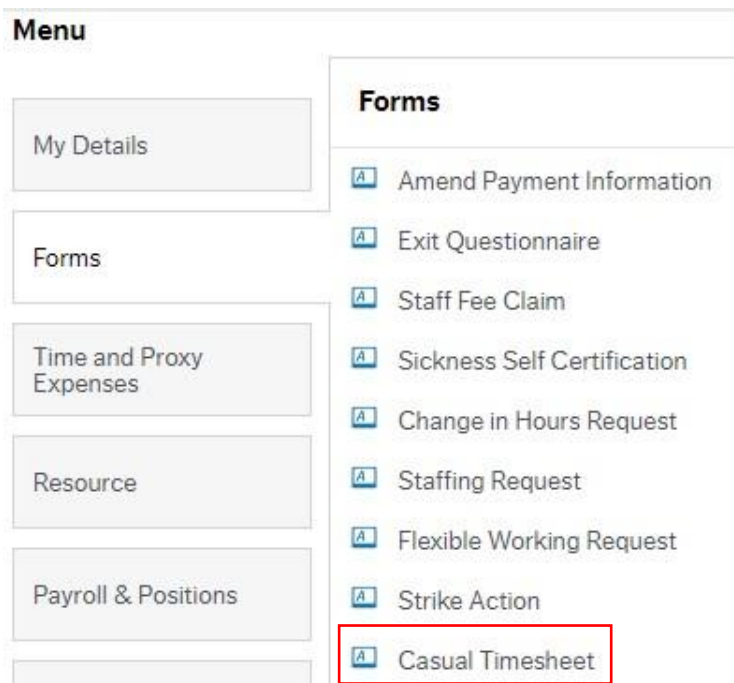
10. Repeat steps 4-9 for each Resource line on the selected assignment. Do not use the **Add** or **Delete** buttons under the Resources. If there are Resources missing from the assignment timesheet or Resources are no longer active and need to be removed, please contact the CAG Team to resolve this.
11. When you have entered hours for all Resources on the selected assignment and checked that they are an accurate record of hours worked please tick the **Agreement** box in the **Submission confirmation** section. By ticking this box, you are confirming that the hours submitted are a true picture of the hours worked by all Resources on this assignment in the selected month.
12. Click on **Submit form** to submit the timesheet for processing. You may also click on the **Save as draft** button if you are not yet able to complete the timesheet for all Resources. This will enable you to return to the timesheet and update it before submitting if required.

We recommend that you wait until you have received hours from all workers before completing and submitting the timesheet where possible. This will enable you to complete and submit the timesheet for processing in one session, reducing the risk of incomplete timesheets not being submitted for processing.

To allow for instances where errors or omissions have been made on a submitted timesheet, the system allows for more than one timesheet to be submitted for an assignment. However please note that only the most recently submitted timesheet will be processed for payment and will automatically replace any previous versions submitted that month. Therefore, if you have a multiple worker assignment and you submit a timesheet missing hours for one worker, you can resubmit another timesheet adding the hours for the missed worker, but you will need to include the hours for all other workers as the previous version will be replaced by the new one.

3 | Updating a timesheet

1. From your main MyERP menu, click on **Forms** and then **Casual Timesheet**.



2. In the **Form ID** box, either press the Space bar to see a list of saved timesheets or start typing the **Month/Year** or text from the **Assignment** description.
3. A filtered list of timesheets will appear. Click on the timesheet you wish to update and 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 submitted timesheet

1. From your main MyERP menu, click on **Forms** and then **Casual Timesheet**.
2. In the **Form ID** box, start typing the **Month/Year** or text from the **Assignment** description.
3. A filtered list of timesheets will appear. Click on the timesheet you wish to view and press **Tab** to load the record. A submitted timesheet will not have a **Save as draft** button.

5 | Tier 4/Student Visa log of weekly hours

This log tracks the number of hours worked each week by students who have a Tier 4/Student visa. The University has a responsibility to monitor these hours and to ensure that the maximum number of hours allowed each week are not breached. It is therefore imperative that these workers are entering their hours weekly to ensure they are not exceeding the working restrictions on their visa.

Tier 4/Student visa holders are required to record the hours they have worked each week on the log. Accumulated monthly totals of hours worked will automatically populate the **Hours Worked** box on their Resource line in the appropriate timesheet in MyERP.

Managers have a responsibility to ensure that their workers do not breach the allowed weekly hours. They must tick the **Agreement** box in the **Submission confirmation** section of the timesheet in MyERP to confirm that the hours submitted are a true picture of the hours worked by all Resources on the assignment in the selected month. If they have Tier 4/Student visa workers on their assignment, ticking the box also confirms that the hours submitted by these workers are accurate and compliant with their allowed weekly hours.

The log can provide reports to enable managers to check the number of weekly hours submitted by their workers with Tier 4/Student visa. They can do this for individual assignments or for all assignments they have responsibility for.

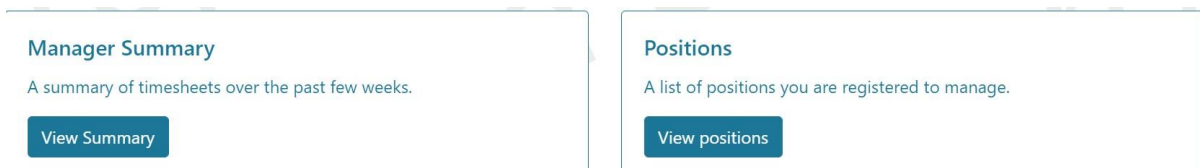
Logging on to the weekly hours log

1. Access the log via the link: via <https://tss-timesheets.services.bristol.ac.uk/>
2. If you are using the University network and/or are logged in with your University credentials you should automatically see the Home page of the log. If you see the Sign in prompt, click on the **Sign in** button.

Viewing timesheet data

There are two ways to view timesheet data.

- To view a list of all workers you are responsible for across all assignments, click **View summary** in the **Manager summary** section.
- To filter by assignment before viewing a list of workers for that assignment, click **View positions** in the **Positions** section.



The screenshot shows two side-by-side panels. The left panel is titled 'Manager Summary' and contains the text 'A summary of timesheets over the past few weeks.' with a blue button labeled 'View Summary'. The right panel is titled 'Positions' and contains the text 'A list of positions you are registered to manage.' with a blue button labeled 'View positions'.

Functions available using either view

- At the bottom of the page, underneath the records returned, you will see information about the number of entries and navigation options to move to the next page of results or to specific pages.

Showing 1 to 10 of 42 entries

Previous 1 2 3 4 5 Next

- The default number of items returned is 10 per page, but this can be changed. To do this, click the current value within **Show xx entries** and select another value.



- To view different weeks, click on **Change Week**. Use the calendar navigation options and click on the date in the **Monday** column for the week you wish to view (highlighted in blue). The information on hours worked will reload to show the results for the selected week.

Week beginning 20/09/2021



- Use the **Search** box to filter the records in the selected view. The search function works across all the fields shown in the table, for example Name, Assignment, Date. The search function will also work across all entries for the selected view, not just those displayed on the screen: if the selected view has 42 entries, the search will filter on all these not just the 10 in view.

Search:

- Records can be re-ordered as either ascending or descending by any column. Click on the **up/down arrow icons** next to the column name to sort. The default view is first column ascending.

Name ↑↓	Resource Id ↑↓	Tier4 Visa ↑↓
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Functions in Manager summary view

This view shows you all the Resources you manage across all assignments. Where you have Resources on more than one assignment, these will be shown on separate rows. The default view will show the total hours worked for the current and previous month, and weekly totals for the current week and previous four weeks.

You can use the options outlined in **Functions available using either view** to view or search for Resources, or to change the time period. Click on the ID text in the **Position ID** column to filter Resources for that specific assignment.

Functions in Positions view

This view shows you all the assignments you are responsible for that have workers with visas. You can use the options outlined in **Functions available using either view** to view or search for specific assignments. Click on the ID text in the **Position ID** column to show Resources for that specific assignment.