TSS Tier 4/Student visa weekly hours log
Worker's guide
DRAFT October 2021

Contents

General information and guidance

The weekly hours log has been created to track the number of hours worked each week by students with a Tier 4/Student visa. The University has a responsibility to monitor these hours and to ensure that the maximum permitted hours are not breached each week.

Workers have a responsibility to ensure that they manage their commitments across assignments to ensure that they do not breach their maximum permitted hours. The weekly log will enable them to enter and track their hours to ensure this does not happen.

The hours entered into the weekly log will be checked by the line manager or designated approver before the accumulated monthly hours are submitted for payment. Managers are required to confirm that the hours submitted are correct and do not breach the maximum permitted weekly hours each week across the month before submitting the timesheet for payment.
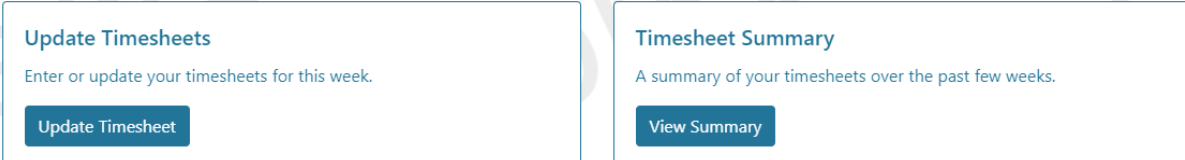
Accessing the weekly log

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

4. The Home page has some general information about the weekly log and some specific information relating to your student status and the employment rules that apply to you. Please ensure that you take time to read and understand these.

Entering your hours for the current week

1. In the **Timesheet Options** section, click on **Update Timesheet.**

Timesheet Options

Update Timesheets

Enter or update your timesheets for this week.

[Update Timesheet]

Timesheet Summary

A summary of your timesheets over the past few weeks.

[View Summary]

2. You will see a page that shows all your current assignments along with your current Visa status.

Week beginning 20/09/2021

Visa Details

You have a **current** Visa registered with a type of **"Tier 4 (Student)"** running from **27/07/2019** until **30/11/2021**.

Student Worker in Academic Corporate Costs (manager Chris Bowles)

Dates: 02/08/2021 to 30/11/2021

ResourceId: R9004195

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0	0	0	0	0	0	0

Total hours in this week: **0**

Student Worker in Academic Corporate Costs (manager Sacha Russell)

Dates: 02/08/2021 to 30/11/2021

ResourceId: R9004195

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0	0	0	0	0	0	0

Total hours in this week: **0**

Permitted hours across all assignments: 20
Total hours across all assignments: 0
Recorded hours are within the allowed range

[Save Timesheet]

3. Enter the hours worked for each day against the appropriate assignment. Hours can be directly typed, or the arrows can be used in each box to increase/decrease the values. Where partial hours are worked, these 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

4. If you have not worked any hours on a particular day, please leave the hours blank. An example of a completed weekly timesheet is provided below:

Week beginning 20/09/2021

Visa Details

You have a **current** Visa registered with a type of **"Tier 4 (Student)"** running from **27/07/2019** until **30/11/2021**.

Student Worker in Academic Corporate Costs (manager Chris Bowles)

Dates: 02/08/2021 to 30/11/2021

ResourceId: R9004195

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	4	4.25	3	2	0	0

Total hours in this week: 14.25

Student Worker in Academic Corporate Costs (manager Sacha Russell)

Dates: 02/08/2021 to 30/11/2021

ResourceId: R9004195

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0	1.75	3	0	0.5	0	0

Total hours in this week: 5.25

Permitted hours across all assignments: 20
Total hours across all assignments: 19.5
Recorded hours are within the allowed range

Save Timesheet

5. You can enter hours at any time, for example at the end of each day or at the end of each week. We recommend that you enter hours on a daily basis to enable you to track hours as they are completed to ensure that the maximum permitted hours are not breached each week.

6. The timesheet will automatically update weekly totals for each assignment and show a total for all assignments. You will be permitted to submit a maximum of 20 hours in any one week in line with visa restrictions.

7. If the total weekly hours entered across all assignments exceeds 20 hours, the following message will appear and the **Save Timesheet** button will be disabled. You will need to amend the hours to total fewer than 20 hours before any changes can be saved.

Permitted hours across all assignments: 20
Total hours across all assignments: 29
Recorded hours exceed the allowable limit

Save Timesheet

8. If you are legitimately permitted to work more than 20 hours – for example, during vacation periods – and have agreed this with your manager, please enter the maximum hours you can via the system and inform your manager of the hours you have submitted. You will need to inform your manager of this as soon as possible, and before the end of the month. Your manager will then be able to submit the additional hours to the TSS for payment.

9. Click on **Save Timesheet** to save the hours worked. Once the timesheet has been saved you will see a summary page displaying the hours just entered.

> You must ensure that you save your timesheet with all hours for the week no later than 11.59 on the Sunday of that week. From 00.00 Monday, the next week's timesheet will be available for data entry and the previous week's timesheet will be locked. If there are hours you have worked but not recorded, please contact your manager.

10. You can return to the submission screen by clicking on **Update Timesheets** on the top menu.
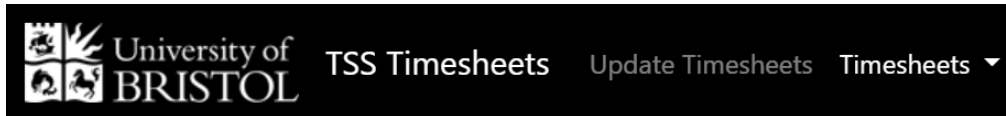
11. We recommend that you sign out of the log by clicking on your initials or on the down arrow in the top-right of the screen and then clicking on **Sign Out.**