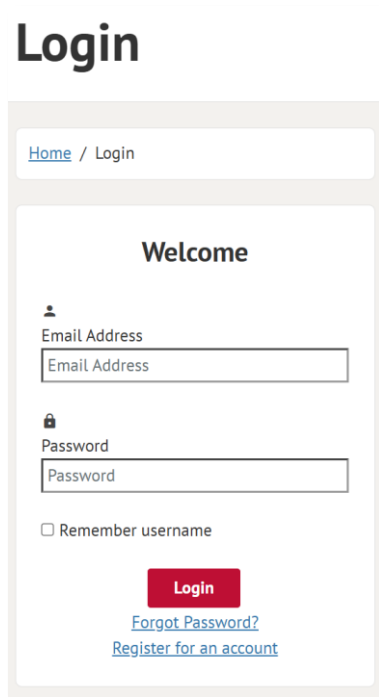


Submitting Timesheets

1. Log in to your TSS profile at <http://www.tss.ox.ac.uk/login.aspx>



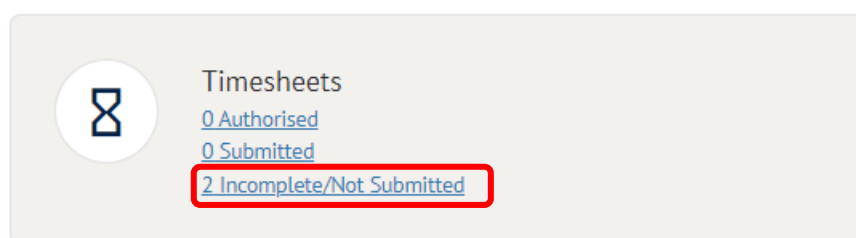
The screenshot shows the 'Login' page of the Temporary Staffing Service. It features a 'Welcome' message, a 'Home / Login' breadcrumb, and input fields for 'Email Address' and 'Password'. There is a 'Remember username' checkbox and a red 'Login' button. Below the button are links for 'Forgot Password?' and 'Register for an account'.

Enter your Email Address and password, then click Login.

Use the email address where you receive our communications.

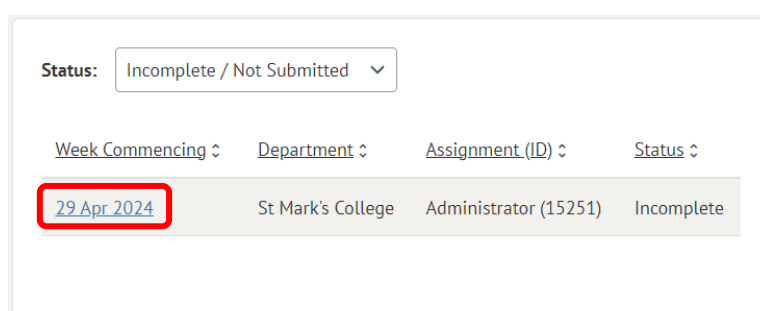
Please note: If you have applied for tutor/casual work with Oxford Lifelong Learning, or you are recording your hours with the College Student Visa Monitoring Service, you should use the same login credentials.

2. View your Incomplete/Not Submitted timesheets.



The screenshot shows a 'Timesheets' summary section with a clock icon. It displays three counts: '0 Authorised', '0 Submitted', and '2 Incomplete/Not Submitted'. The '2 Incomplete/Not Submitted' link is highlighted with a red box.

3. Open the timesheet you need to complete by clicking on the week-commencing date.



Status:	Incomplete / Not Submitted ▾		
Week Commencing ↕	Department ↕	Assignment (ID) ↕	Status ↕
29 Apr 2024	St Mark's College	Administrator (15251)	Incomplete

4. Enter your start time, end time and any unpaid breaks for each day that you worked.

Periods where you did not work due to holiday, sickness or other forms of leave should be left blank (see FAQs for submitting a zero-hours timesheet if you didn't work at all).

Standard Hours	
Start Time	09:00
Break	1 Hrs <input type="text"/> Mins
End Time	17:30
Time Worked	7 Hrs <input type="text"/> Mins
OT 1 Hours	
Time Worked	<input type="text"/> Hrs <input type="text"/> Mins

You can either type your start and end times, or pick half hourly intervals using the time picker.

If you work more than 6 hours in a day, you should take at least one uninterrupted break of 20 minutes or more. Please record this on the timesheet, it will automatically deduct from the Time Worked field.

If your department or college has agreed enhanced overtime rates for your assignment, please deduct these hours from the Standard Hours 'Time Worked' field and enter the overtime hours in the relevant row. Ensure you don't include the hours twice.

5. Check your total hours for the week are correct in the Rates Breakdown section.

Rates Breakdown

Standard Hours
37.5 @£16

6. Submit your Timesheet.

Tick the box to confirm you've entered and checked all of your hours.

Please tick below when you have finished entering your hours

Please tick to authorise this timesheet:

☒

If you did NOT work this week, please tick here.

☐

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Submit Timesheet

Click 'Submit Timesheet'

Frequently Asked Questions:

Should I log in with my personal email address or my university address?

Log in using the email address you used to register with the TSS. This will be the address where you are receiving TSS communications.

How can I check if my timesheet has been authorised by my line manager?

Once authorised, your timesheets will display in the 'Authorised' section. Any timesheets displaying as 'Submitted' have not yet been approved.



Timesheets

[1 Authorised](#)

[0 Submitted](#)

[1 Incomplete/Not Submitted](#)

My manager is on leave and won't be able to authorise my timesheet. What should I do?

There may already be an additional authoriser set up for your assignment. Contact the TSS to check who this is. If there isn't an additional authoriser in place, we can liaise with your department/college to arrange one.

I've logged in, but can't see this week's timesheet. What should I do?

Contact the TSS, it may be that your assignment hasn't been extended.

What should I do if the pay rate displayed in the Rates Breakdown section is incorrect

Please proceed with the submission of your timesheet to prevent any unnecessary delay in payment, then contact the TSS and we will investigate.

I can't see the enhanced overtime options. How can I record my overtime?

The TSS will need to add the overtime options to your assignment. If these have been agreed with your manager, please contact the TSS.

I didn't work at all in a particular week, how can I clear the timesheet from my view.

You can submit a timesheet which does not contain any hours by ticking the box at the bottom of the timesheet before you click the 'Submit' button.

If you did NOT work this week, please tick here.



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Submit Timesheet

Should I submit timesheets in advance?

No, please only submit timesheets once you have undertaken the hours.

I've made an error on a timesheet that I've submitted, can I edit it?

No, once submitted you cannot edit a timesheet. Contact the TSS, we will amend the hours and liaise with your timesheet authoriser if it's already been approved.

My manager rejected my timesheet, what should I do?

If the timesheet has been rejected, it will be available for you to update and resubmit in the 'Incomplete/Not Submitted' section. The 'Comments' field should explain why it was rejected.