Campus Jobs Timesheet Tips Guide

This document provides details on how to navigate the timesheet portal, through your Campus Jobs online account. All key processes are accompanied by screenshots.

It outlines how to:

- Locate the timesheet portal through your Campus Jobs online account
- Complete personal details required before submitting timesheets
- Submit timesheets
- Use Timesheet Manager to review your timesheets

Key Advisories:

- Ensure you check the timesheet deadlines! These are available via the ‘Payroll Deadline’ document via http://student.reading.ac.uk/essentials/careers_and_professional_development/campus-jobs/timesheets.aspx
- Ensure you know how to navigate the timesheet portal as soon as possible, to ensure there are no last-minute issues prior to timesheet submission deadlines
- **Ensure you submit all timesheets within 40 days of working the hours in question** – it is best practice, if possible, to submit timesheets on a weekly basis, once the week has been worked
- If timesheets are not submitted within 40 days, case-by-case reviews will be carried out by the Campus Jobs team
Locating, logging into and updating your timesheet profile

1: Go to the Campus Jobs Portal via https://campusjobs.reading.ac.uk/home.html

2: Sign in (either temp or student)
   If you are a Campus Jobs temp, use the credentials used to register with us. If you are a student, log in with the same credentials you use for BlackBoard, RISIS etc.
3: Once in, select the ‘Timesheets’ tab.

4: Entering employment and bank details

If using timesheets for the first time, ensure you complete both the ‘Employment Details’ and ‘Bank Details’ tabs on your profile. Without these, you will not be paid and may be assigned the wrong tax code by HMRC.

Your National Insurance number is issued by the Job Centre (a Government agency) and is used by employers and HMRC (Her Majesty’s Revenue & Customs) to track individuals for tax purposes. Most UK citizens are sent one just before their 16th birthday by post. Individuals from outside of the UK will need to apply for a National Insurance number by contacting the Job Centre. National Insurance numbers can only be issued by the Job Centre and are free of charge. Please be aware that there are some online companies who attempt to charge individuals, we do not recommend these services – only the Job Centre can issue numbers.

Individuals who hold a Tier 2 (General Visa) may have had a National Insurance Number issued with their Biometric Residence Permit. Tier 4 visa holders will not have been issued by a National Insurance number and will need to apply for one.

A UTR Number is issued to individuals who are self-employed. Within Campus Jobs we do not use this field, please therefore leave it blank.
The profile button also allows users to modify or update their bank details. Providing this is done before the timesheet submission deadline for the month, pay will be sent to the updated details. The blacked out boxes show the details required.

N.B Please note we are unable to pay into international or non-UK bank accounts.
Breakdown of a standard Campus Jobs timesheet

**Do not** use this button to generate timesheets. If you have been placed in a role, timesheets will appear automatically.

Click on the date range to open up a calendar, from which you can select the relevant week.

To amend profile details, such as bank account details, click on the logo (circled) and select ‘Profile’.

To replicate hours entered for the previous week, simply click here and select ‘OK’ when presented with the pop-up.

To add notes for certain shifts, simply click on the hours box to bring up the note dialogue box.
Submitting Timesheets

Once you have located, logged into and updated your timesheet profile, you should be able to begin submitting timesheets for any roles in which you are placed.

Timesheets are laid out as a 7-day week (Monday to Sunday). **Ensure you only submit timesheets for hours worked** otherwise they are likely to be rejected. We advise that you submit your timesheets on a weekly basis, once you have worked all hours for the week in question.

You may notice the ‘status’ heading on your timesheet. This indicates at what stage in the submission process the timesheet currently is. A breakdown of the statuses is as follows:

<table>
<thead>
<tr>
<th>Timesheet Status</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft</td>
<td>The timesheet has entered hours and saved as a draft (at this stage, the timesheet has not been submitted)</td>
</tr>
<tr>
<td>Submitted</td>
<td>The timesheet has been completed and the work has been submitted for review by the supervisor</td>
</tr>
<tr>
<td>Approved</td>
<td>The supervisor has agreed with the hours entered and submitted by the user</td>
</tr>
<tr>
<td>Rejected</td>
<td>The supervisor has disagreed with information entered by the user. Typically a note explaining the rejection is returned with the timesheet to the user</td>
</tr>
<tr>
<td>Exported</td>
<td>The submitted timesheet has been passed to payroll; it is either to be paid shortly or has already been paid</td>
</tr>
</tbody>
</table>

Ensure you select the right timesheet for the right week!

Before beginning the submission process, ensure you are viewing the correct week. As indicated in the screenshot below, this is done by checking the date range and navigating either forwards or backwards by using the two arrows.

1: Entering hours into the timesheet

With the correct timesheet selected, you will be able to enter your hours for the worked week. Simply locate the day you worked, enter the time you started working and the time you finished (in 24 hour format, e.g. 2pm would be 14:00). Additionally, if you had any breaks, enter the duration of the break e.g. 00:30 if you had a half an hour break.

On the rare occasion that you work a shift that takes you through midnight, simply enter the time you started and finished in the same day. For example, if you worked from 11pm to 1am on Tuesday, you would enter the start time as 23:00 and finish time as 01:00 (see below).
2: Adding additional hours slots for the same day

Should you need to record two separate shifts for the same job, worked in the same day, you are able to do this by simply clicking the green ‘+’ symbol located to the right of the existing timesheet (see below).
Your hours, once entered with multiple same-day shifts, will look like this:

3: Saving timesheets as drafts
With hours now entered, you are able to save the timesheet as a ‘draft’ by clicking on the ‘Save Draft’ button located in the bottom right-hand corner of the timesheet box. While workers should not submit timesheets before working all hours for the week in question, they may save them in draft form as they proceed throughout the working week, to save time.
4: Submitting timesheets

Once you have worked all hours for the week/timesheet in question and are happy with the details entered, you should submit the timesheet for supervisor approval. This is simply done by clicking ‘Submit’, located in the bottom right-hand corner of the timesheet box.

Once submitted, you will be emailed (via your student email address) and the status of the timesheet will change in the timesheet portal (see below).

5: Supervisor Review

Once you have submitted your timesheet, it will be sent to your supervisor for review and either approval or rejection.
**Approval**

If your timesheet has been approved by your supervisor, you will both receive an email and the status of the timesheet will change in the timesheet portal. There is no action required on the worker’s part.

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**Rejection**

If your timesheet has been rejected (screenshot below), it will be returned to you (with an explanation why). You should address the issue and resubmit, if applicable. Should you have any questions, contact your supervisor.

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**6: Payment**

Payment is made on a monthly basis. Provided your timesheets have been submitted and approved before the deadline (see the ‘Payroll Deadline’ document, found at), you will normally be paid on the last working day of the relevant month; December (Christmas) pay date typically varies.
You will be notified of payment by email; providing both confirmation of payment and your month’s pay slip. Example below.

Using Timesheet Manager

Timesheet Manager is a tool that allows workers to review all timesheets, regardless of status. It is helpful in instances where workers want to check hours worked during certain week/month etc. or in reconciling any payments queries or issues.

1: Locate and open Timesheet Manager

When logged into the Campus Jobs Timesheet Portal, the Timesheet Manager tool is located on the upper left-hand side of the page (screenshot below).

2: Select filter criteria

Workers are able to select the criteria by which they filter and then ultimately view their timesheets. As below, workers can filter by the following parameters (all included in the red circle in the screenshot).

- Status (draft/submitted/partially approved/approved/rejected/exported/cancelled)
**Note:** the ‘partially approved’ status is only used when a two-step approval is required (i.e. by more than one supervisor or manager)

- **Date**
  - By selecting the desired dates in the two calendar boxes provided (see circled), workers are able to set the period in which timesheets of the selected status will appear and be available for viewing.

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3: Viewing and downloading timesheets

If desired, the worker can both view and download selected timesheets. Simply click either the PDF icon to download or ‘View’ to pull up the selected timesheet in its portal format (both options circled in the screenshot below)