

# 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:

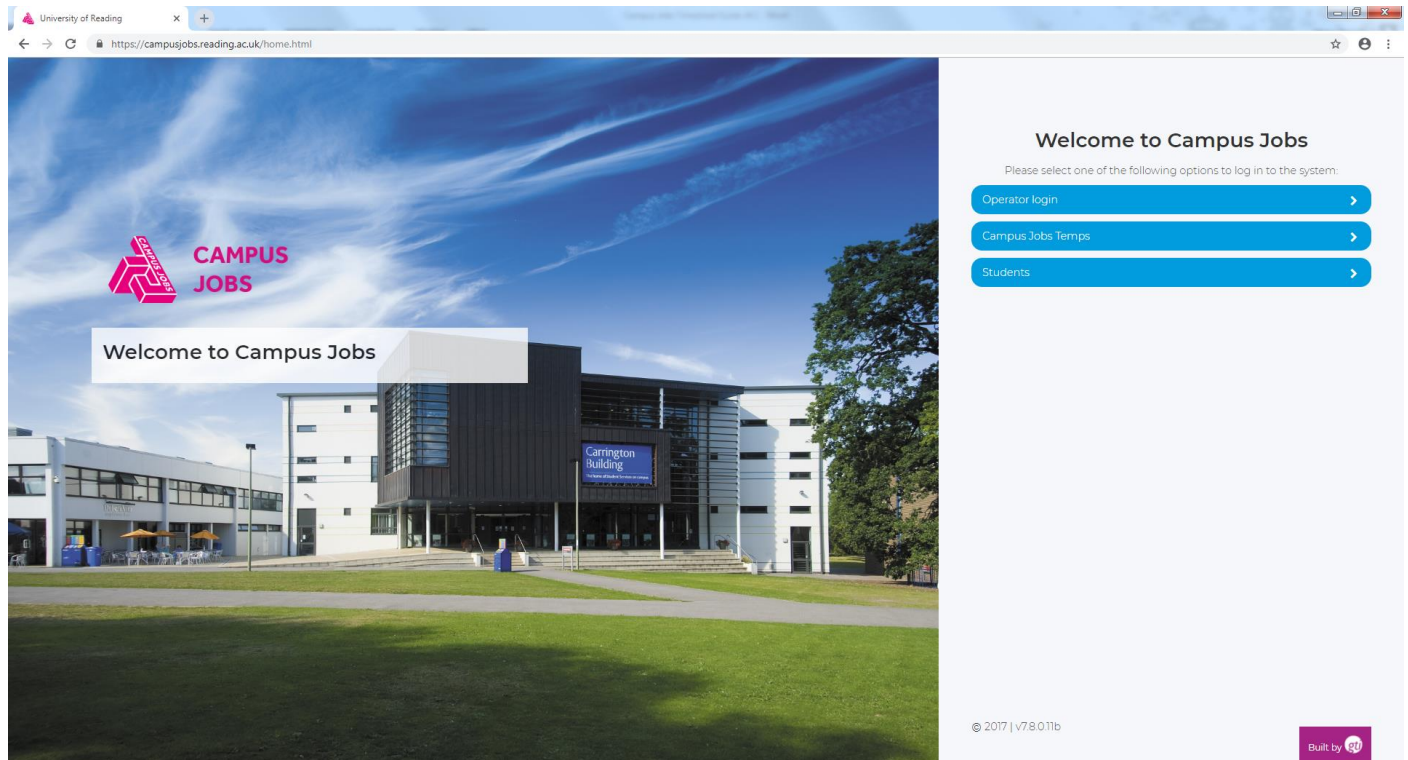
- Locate the timesheet portal through your Campus Jobs online account
- Complete personal details required before submitting timesheets
- Submit timesheets
- Use Timesheet Manager to review your timesheets

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/policies-and-useful-information/key-principles.aspx](http://student.reading.ac.uk/essentials/careers_and_professional_development/campus-jobs/policies-and-useful-information/key-principles.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

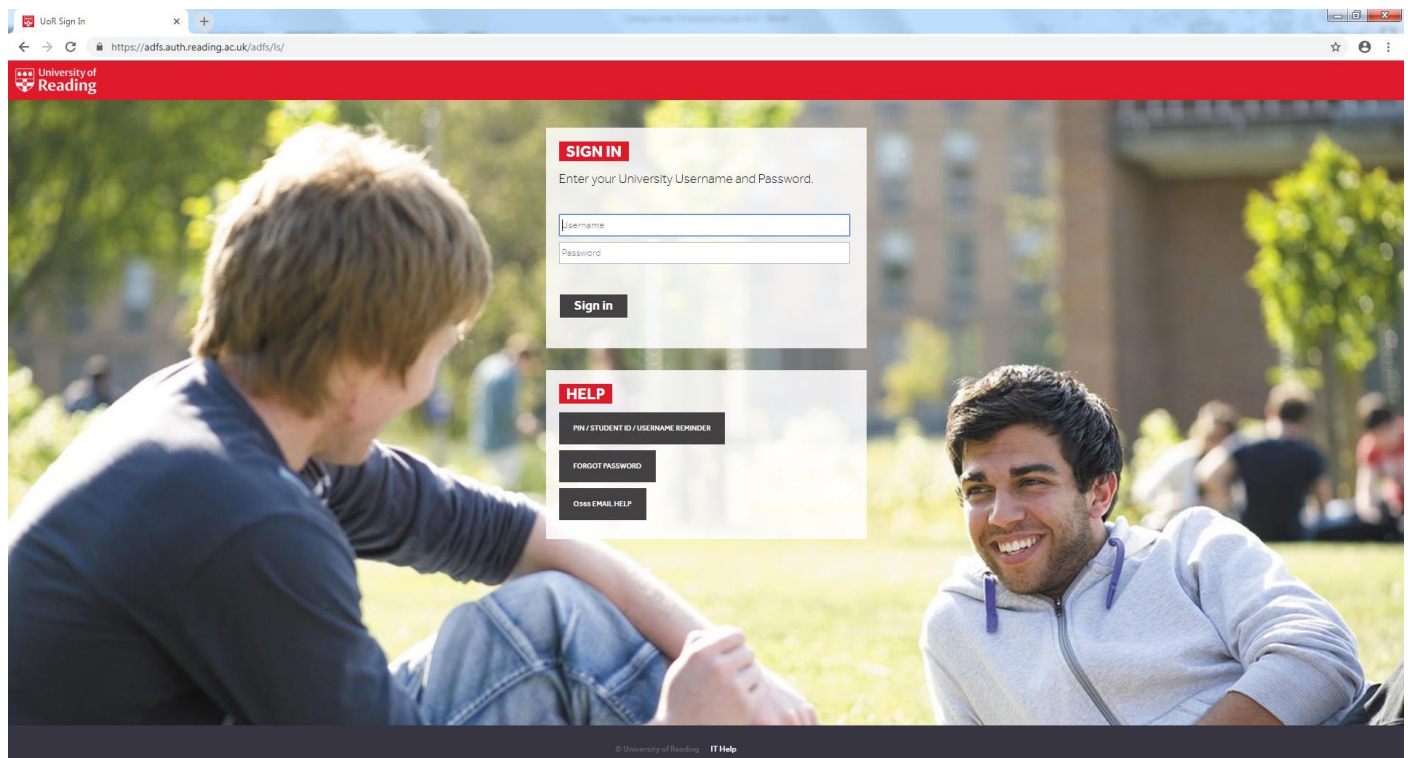
# Locating, logging into and updating your timesheet profile

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

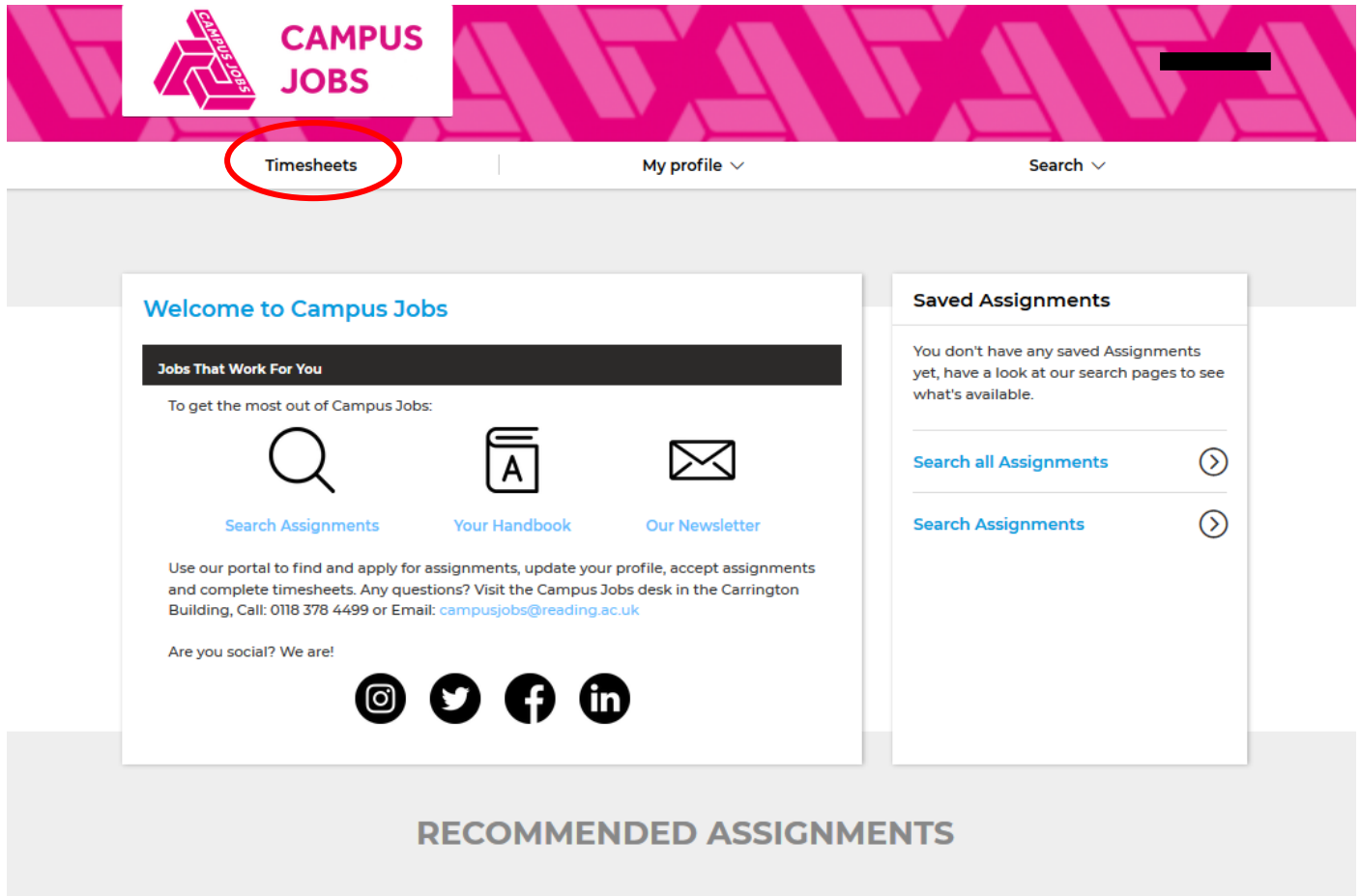


2: Sign in (either temp or student)

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 16<sup>th</sup> 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.

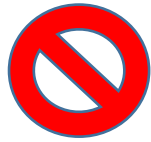
Individuals who hold a Tier 2 (General Visa) may have had a National Insurance Number issued with their Biometric Residence Permit. Tier 4 visa holders will not have been issued by a National Insurance number and will need to apply for one.

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.

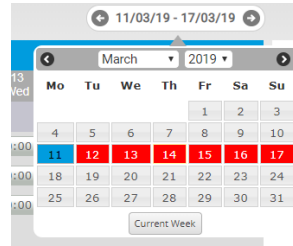
The profile button also allows users to modify or update their bank details. Providing this is done before the timesheet submission deadline for the month, pay will be sent to the updated details. The blacked out boxes show the details required.

N.B Please note we are unable to pay into international or non-UK bank accounts.

# Breakdown of a standard Campus Jobs timesheet

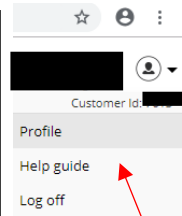


Do **not** use this button to generate timesheets. If you have been placed in a role, timesheets will appear automatically.



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'.



login.timesheetportal.com says  
If you copy the timesheet, your current timesheet will be overwritten.  
Press OK to confirm or Cancel to abort.

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:

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

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.

The screenshot shows the 'Submit timesheet' page for Henry James Parrish. At the top, there is a navigation bar with 'University of Reading' and 'CAMPUS JOBS' logos. Below the navigation bar, there is a search bar and a user profile icon. The main content area has a blue header with 'Submit timesheet' and a search icon. Below the header, there is a message: 'You have rejected timesheets that require resubmission for the week starting 18/12/17. Click here to view them'. Below this message, there is a date range selector showing '04/02/19 - 10/02/19', which is circled in red. Below the date range selector, there is a table for entering hours for each day of the week. The table has columns for 'Date', 'User', and 'Note'. Below the table, there is a section for 'Additional info' and a 'Total' row. At the bottom, there are buttons for 'Hide actions', 'Hide notes', 'Copy last week's timesheet', 'Cancel timesheet', 'Save draft', and 'Submit'.

### 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).

Status: Draft 

18 Mon    19 Tue    20 Wed

Department: Campus Jobs

 Job: Help Desk Administrator

Please enter your Hours start: 00:00 **23:00** :00

Please enter your Hours finish: 00:00 **01:00** :00


Please enter your Hours break: 00:00 00:00 00:00


Total: 02:00

Additional info:

Timesheet total hours: 02:00      Hour units per day: 00:00    02:00    00:00

Timesheet total break hours: 00:00      Break hours per day: 00:00    00:00    00:00

University of Reading **CAMPUS JOBS** 

Home Search id 

Timesheets Back Submit timesheet

Timesheet management









My timesheets

Documents

You have rejected timesheets that require resubmission for the week starting 18/12/17. [Click here to view them](#)

New timesheet 04/02/19 - 10/02/19


Timesheet for [REDACTED]


Status: Draft 	4 Mon	5 Tue	6 Wed	7 Thu	8 Fri	9 Sat	10 Sun	Date	User	Note	
Department: Campus Jobs											
 Job: Help Desk Administrator	Please enter your Hours start: 00:00	00:00	13:00	13:00	12:00	00:00	00:00	No records to display.			
	Please enter your Hours finish: 00:00	00:00	16:00	16:00	14:00	00:00	00:00				
	Please enter your Hours break: 00:00	00:00	00:00	00:00	00:00	00:00	00:00				
Total:		03:00	03:00	02:00							
Additional info:	<input type="text"/>										
Timesheet total hours: 08:00	Hour units per day:		00:00	00:00	03:00	03:00	02:00	00:00	00:00		
Timesheet total break hours: 00:00	Break hours per day:		00:00	00:00	00:00	00:00	00:00	00:00			
 Hide actions	 Hide notes	 Copy last week's timesheet	 Cancel timesheet		 Save draft	 Submit					
Select an approver to approve this timesheet:	<span style="background-color: black; color: black;">[REDACTED]</span>										

## 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).

Submit Timesheets Submit Timesheet

University of Reading **CAMPUS JOBS** 

Home Search id 

Timesheets Back Submit timesheet

Timesheet management









My timesheets

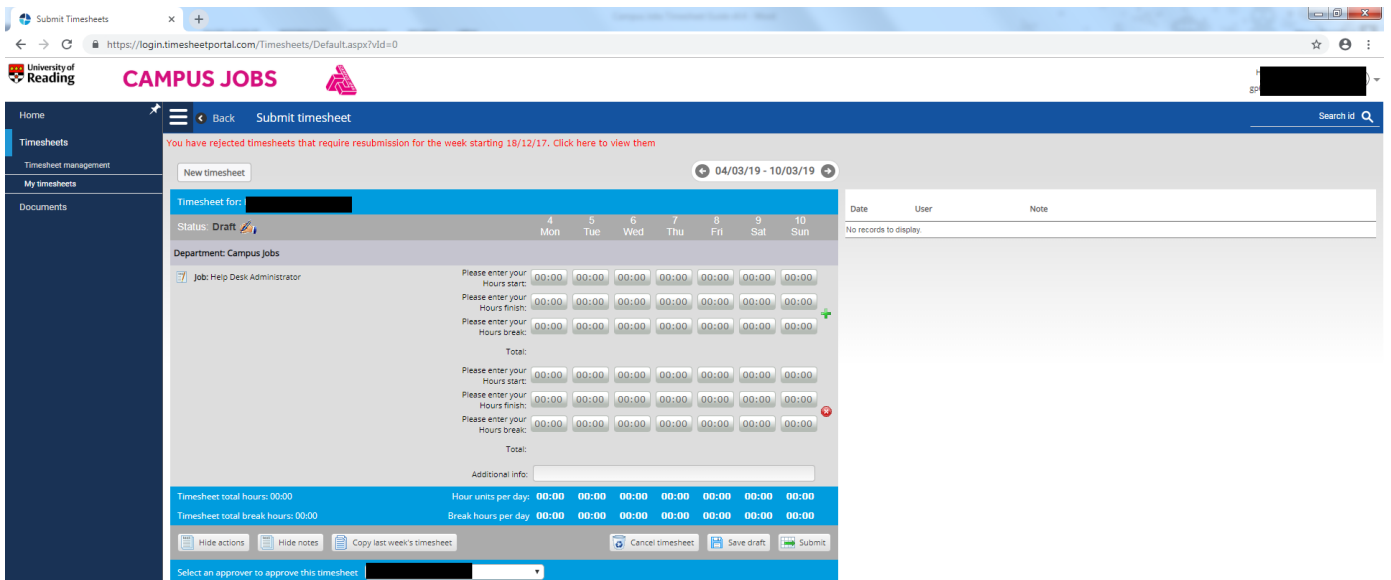
Documents

You have rejected timesheets that require resubmission for the week starting 18/12/17. [Click here to view them](#)

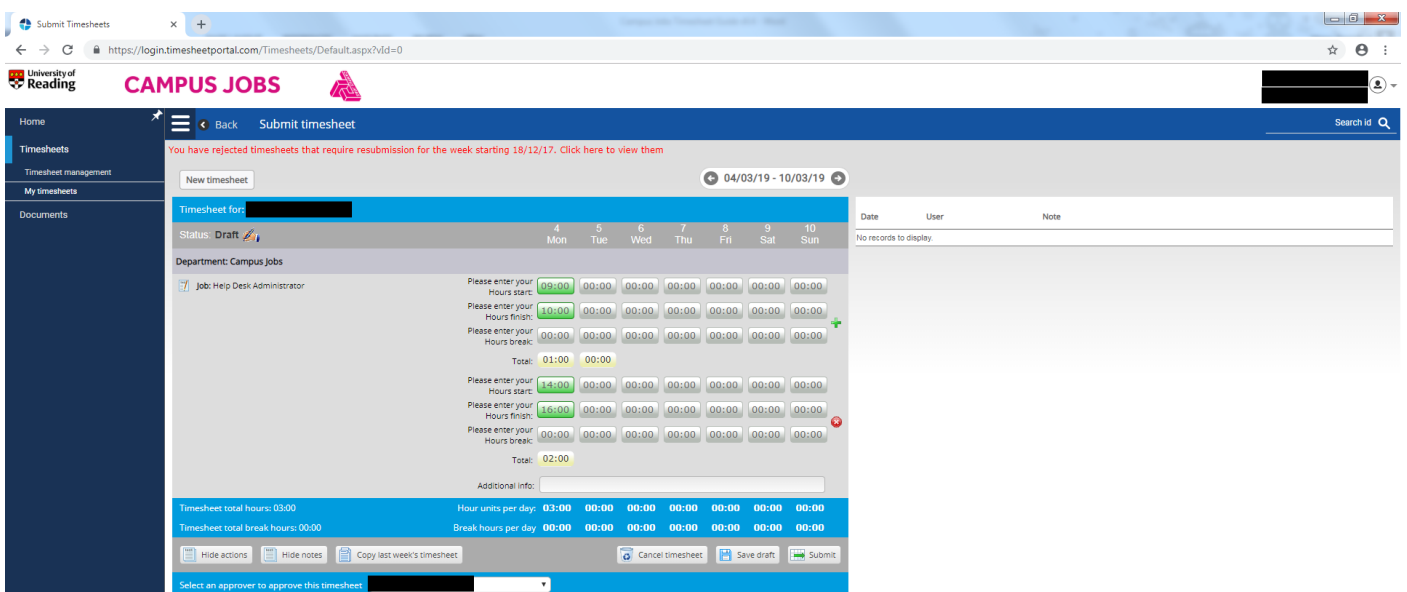
New timesheet 04/03/19 - 10/03/19

Timesheet for [REDACTED]

Status: Draft 	4 Mon	5 Tue	6 Wed	7 Thu	8 Fri	9 Sat	10 Sun	Date	User	Note	
Department: Campus Jobs											
 Job: Help Desk Administrator	Please enter your Hours start: 00:00	00:00	00:00	00:00	00:00	00:00	00:00	No records to display.			
	Please enter your Hours finish: 00:00	00:00	00:00	00:00	00:00	00:00	00:00				
	Please enter your Hours break: 00:00	00:00	00:00	00:00	00:00	00:00	00:00				
Total:	00:00										
Additional info:	<input type="text"/>										
Timesheet total hours: 00:00	Hour units per day:		00:00	00:00	00:00	00:00	00:00	00:00			
Timesheet total break hours: 00:00	Break hours per day:		00:00	00:00	00:00	00:00	00:00				
 Hide actions	 Hide notes	 Copy last week's timesheet	 Cancel timesheet		 Save draft	 Submit					
Select an approver to approve this timesheet:	<span style="background-color: black; color: black;">[REDACTED]</span>										

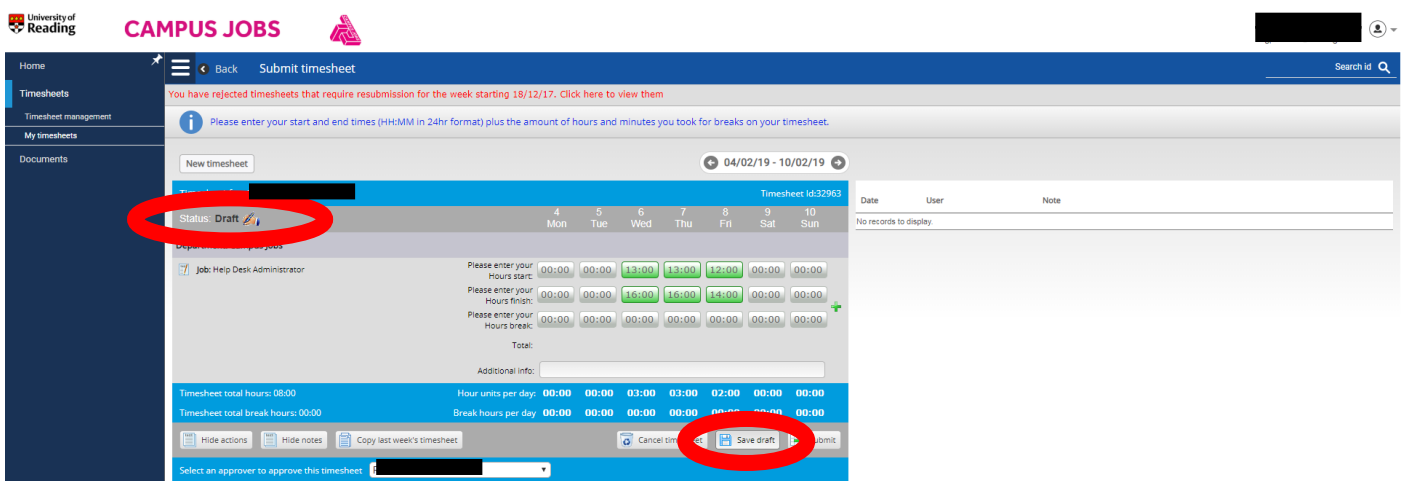


Your hours, once entered with multiple same-day shifts, will look like this:



### 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.

The screenshot shows the 'Submit timesheet' page in the University of Reading Campus Jobs portal. The interface includes a navigation menu on the left, a header with the University of Reading logo and 'CAMPUS JOBS' text, and a main content area. The main content area displays the timesheet for the week of 04/02/19 to 10/02/19. The status is 'Draft'. The timesheet is for a 'Job: Help Desk Administrator'. The user is prompted to enter start and end times for each day of the week, along with break times. The total hours for the week are 08:00. The 'Submit' button is circled in red.

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).

#### Timesheet Submitted

The screenshot shows an email notification from 'Timesheets - University of Reading <noreply@mail.timesheetportal.com>'. The email is dated 'Today, 14:12'. The recipient is 'Dear [redacted]'. The email content states: 'This email confirms that your timesheet starting on 04/02/19 - 10/02/19 has been submitted for approval by [redacted]'. It also includes a note about making changes to bank account details before 10am on the submission deadline date. The email concludes with 'Thank you, Campus Jobs'.

The screenshot shows the 'Submit timesheet' page in the University of Reading Campus Jobs portal, similar to the previous screenshot. The status of the timesheet is now 'Submitted', which is circled in red. The 'Submit' button is no longer visible. The total hours for the week are 08:00. The 'Download' button is visible at the bottom of the timesheet box.

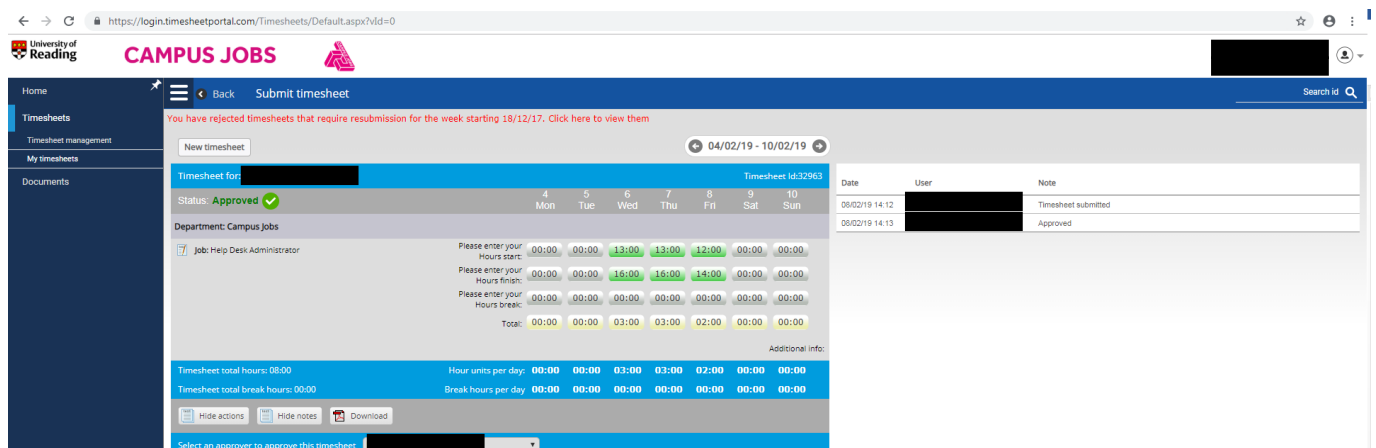
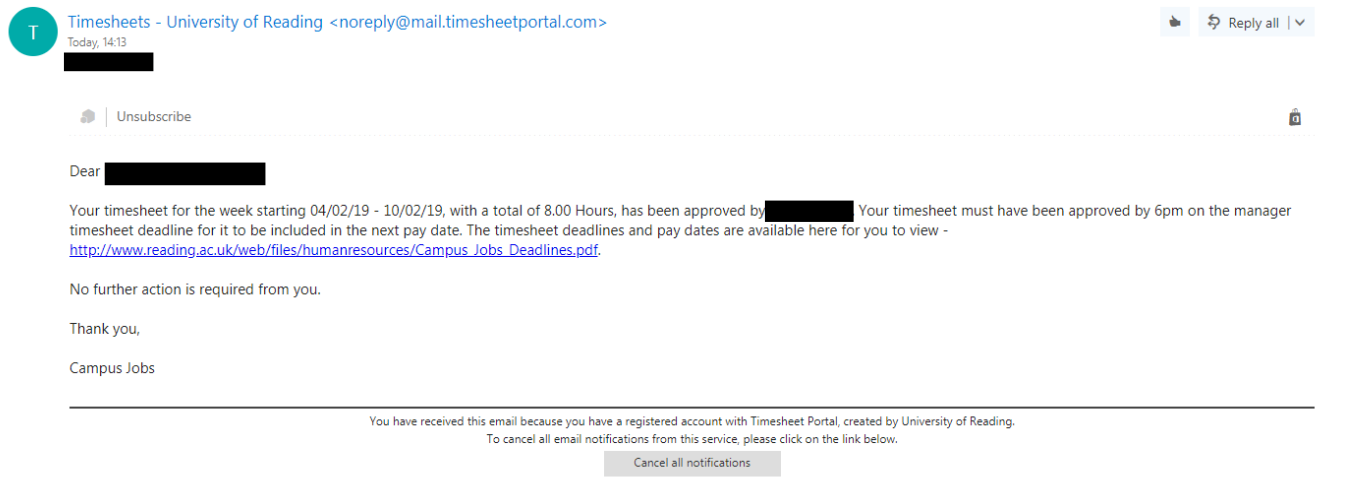
#### 5: Supervisor Review

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

## Approval

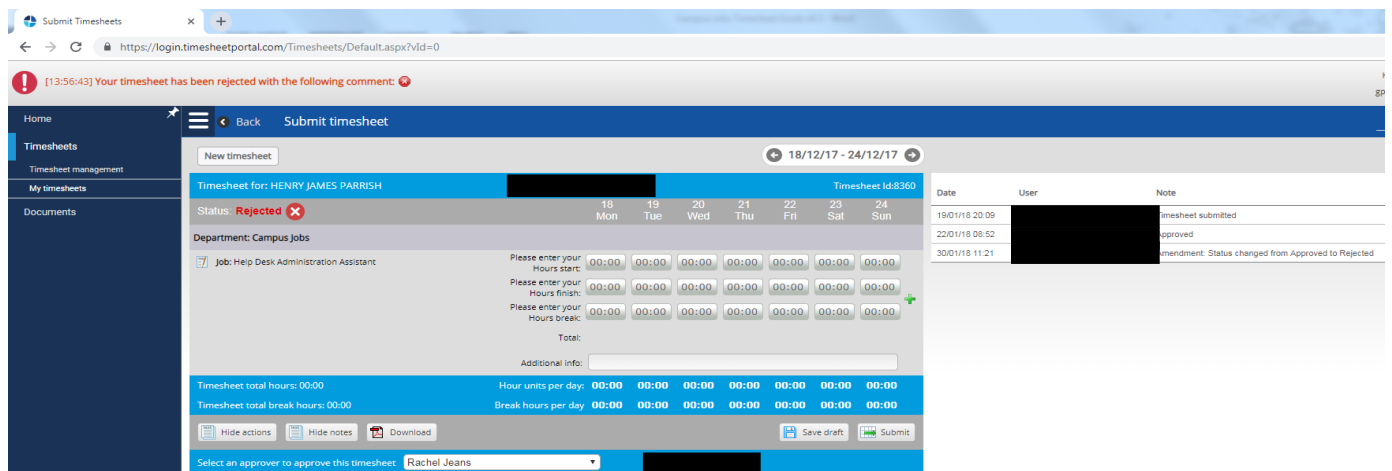
If your timesheet has been approved by your supervisor, you will both receive an email and the status of the timesheet will change in the timesheet portal. There is no action required on the worker's part.

### Timesheet Approved



## 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.





## 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.

Your Campus Jobs payslip is attached

 hrsystems@reading.ac.uk  
Mon 28/01, 14:57

 Reply all

This message was sent with high importance.



Download Save to OneDrive - University of Reading

Please find your Campus Jobs payslip for this month attached to this email as a pdf file. This payment will be made into your bank account on the last working day of the month. You will need a password to open the attachment. Please note that the Campus Jobs payslip password has changed for this payslip and any subsequent payslips as a security measure.

Your password is CJ followed by your date of birth in ddmmyyy format, with an x at the end.

CJ (in upper case) + Your date of birth (in DDDMMYYYY format) + x (in lower case)

For example:

CJ06101999x would be your password, if your date of birth was the 6th October 1999.

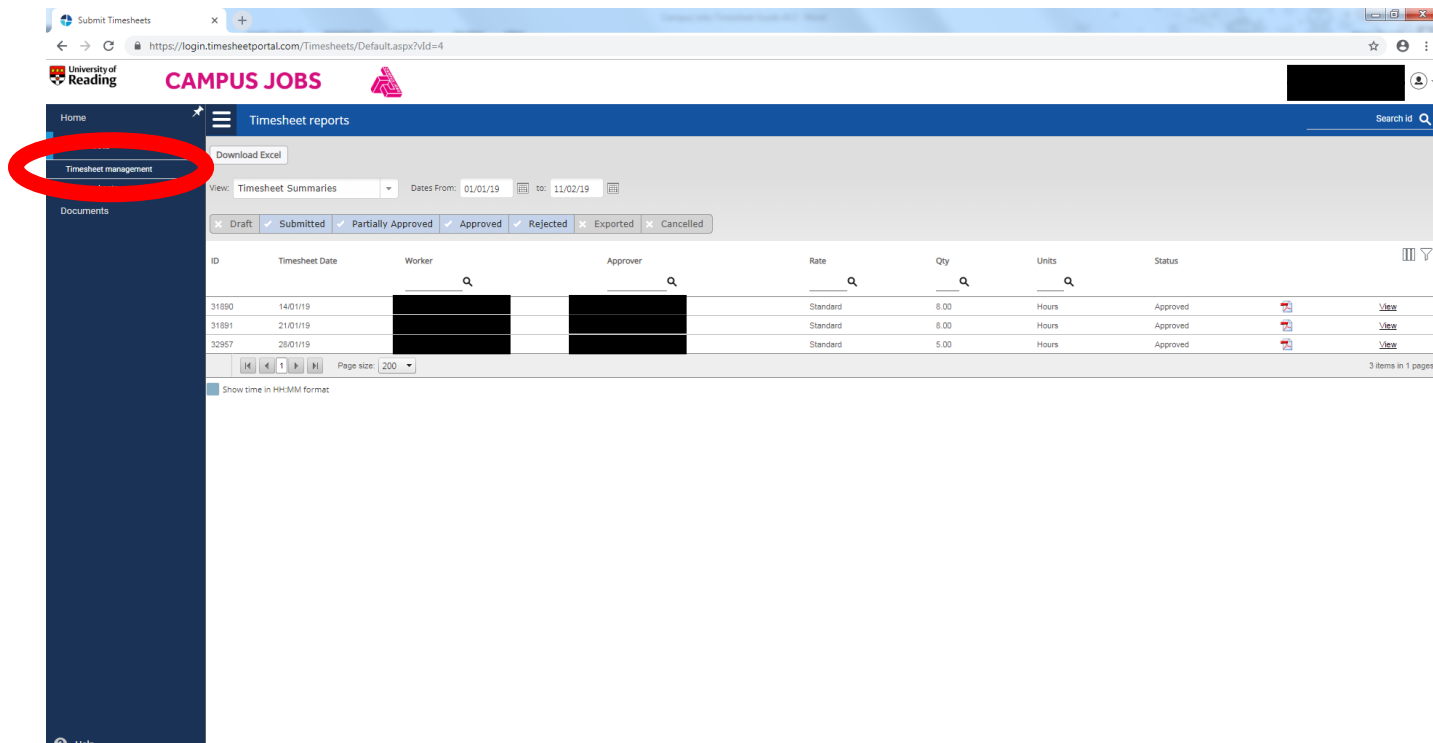
If you have undertaken, or will be undertaking, additional work for Campus Jobs, please submit your timesheet by 10.00 am on the timesheet deadline day which can be found at <http://www.reading.ac.uk/campus-jobs-principles>. If you have any questions about opening this payslip or about your pay please contact us by email ([campusjobs@reading.ac.uk](mailto:campusjobs@reading.ac.uk)), phone (0118 378 4499) or pop in to see us in the Carrington Building.

## 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)



The screenshot shows the 'Timesheet reports' page in the Campus Jobs portal. The left-hand navigation menu has 'Timesheet management' highlighted with a red circle. The main content area displays a table of timesheet reports with the following columns: ID, Timesheet Date, Worker, Approver, Rate, Qty, Units, and Status. The table contains three rows of data, all with a status of 'Approved'.

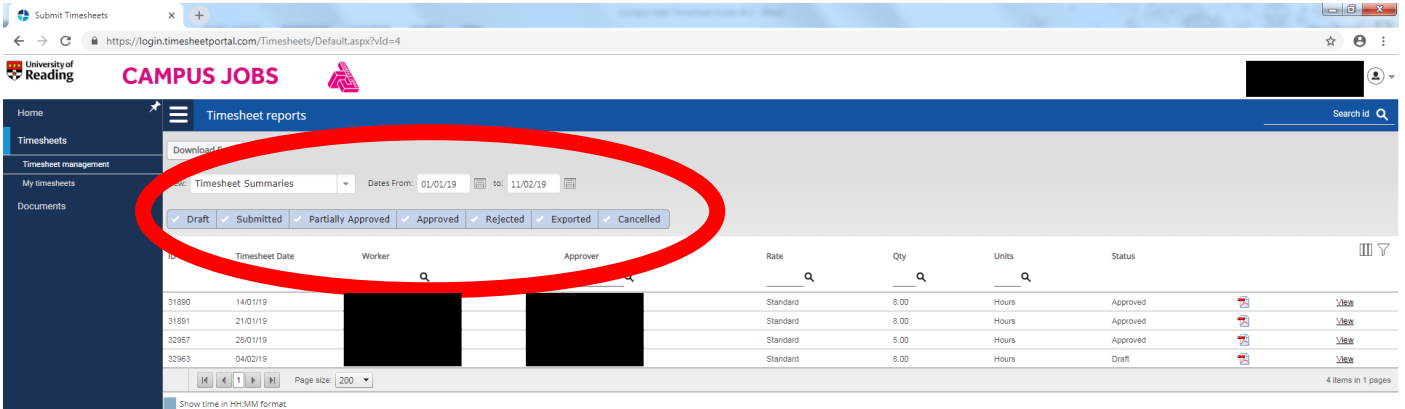
ID	Timesheet Date	Worker	Approver	Rate	Qty	Units	Status
31890	14/01/19	[REDACTED]	[REDACTED]	Standard	8.00	Hours	Approved
31891	21/01/19	[REDACTED]	[REDACTED]	Standard	8.00	Hours	Approved
32957	28/01/19	[REDACTED]	[REDACTED]	Standard	5.00	Hours	Approved

### 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).

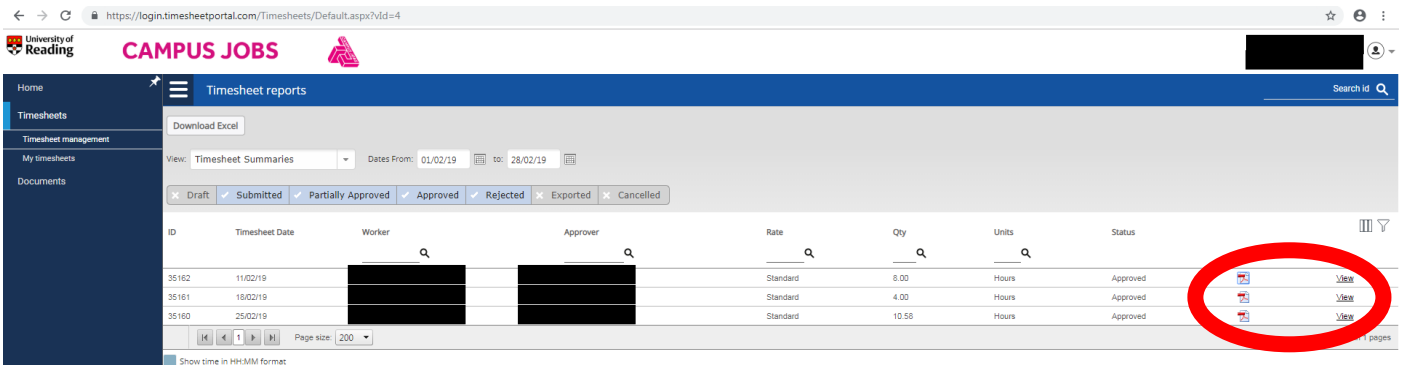
- Status (draft/submitted/partially approved/approved/rejected/exported/cancelled)

- **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.



### 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)



Download:

## Timesheet

Timesheet for:	[REDACTED]	Timesheet Id:	[REDACTED]
Timesheet period:	11/02/19 - 17/02/19	Status:	Approved
Approver:	[REDACTED]	Submit date:	28/02/19 14:40
Approved On:	04/03/19 08:24		

Department: Campus Jobs  
Job: Help Desk Administrator

### Additional info:

	Mon 11	Tue 12	Wed 13	Thu 14	Fri 15	Sat 16	Sun 17
Department: Campus Jobs							
Job: Help Desk Administrator	Please enter your Hours st...	00:00	00:00	13:00	13:00	12:00	00:00
	Please enter your Hours end:	00:00	00:00	16:00	16:00	14:00	00:00
	Please enter your Hours br...	00:00	00:00	00:00	00:00	00:00	00:00
	Please enter your Hours	00:00	00:00	03:00	03:00	02:00	00:00

Total for Please enter your Hours (Hours): 8.00

### Notes:

No notes created

View:

The screenshot shows the 'Submit timesheet' page in the University of Reading Campus Jobs portal. The page displays the following information:

- Timesheet for:** [REDACTED]
- Timesheet Id:** 35162
- Status:** Approved (with a green checkmark)
- Timesheet period:** 11/02/19 - 17/02/19
- Department:** Campus Jobs
- Job:** Help Desk Administrator
- Hours table:** A table showing hours for each day from Monday to Sunday. The total hours are 8.00.
- Additional info:** Timesheet total hours: 08:00, Timesheet total break hours: 00:00.
- Submission history table:** A table with columns for Date, User, and Note. It shows two entries: 28/02/19 14:40 (Timesheet submitted) and 04/03/19 08:24 (Approved).
- Actions:** Buttons for 'Hide actions', 'Hide notes', and 'Download'.
- Approver selection:** A dropdown menu to 'Select an approver to approve this timesheet'.