

Employment Bureau

Online Timesheet Instructions – Candidates

Please only complete and submit your timesheet **once** you have worked.

If you have not worked for the Employment Bureau (EB) previously please ensure that you complete the bank details section prior to submitting your first timesheet. If you have a current P45 this will need to be submitted to your local EB. If you do not have a P45 please collect a New Starter Checklist from your local EB office.

1. Logon to the EB homepage: <https://eb.anglia.ac.uk/>
2. Log-in with your EB account details (if you cannot remember your login details use 'forgot password' button)
3. Click On 'Timesheets' on the menu on the left hand side of the page

The screenshot shows a web browser window displaying the Anglia Ruskin University Employment Bureau website. The page title is "JOBS ONLINE THE EMPLOYMENT BUREAU AT ANGLIA RUSKIN". The main content area is titled "Timesheets" and shows a table of timesheets with columns for Date, Company, and Vacancy (ID). The table contains four rows of data, all from "Employability Service" and "EB Administrator". A status dropdown menu is set to "Incomplete / Not Submitted". Below the table, there is a message: "Ambassadors please click below to request timesheet:". On the right side, there is a "Tweets" section with two tweets from ARU Employment and Welcome to ARU. The left sidebar contains a navigation menu with options like Home, About Us, Vacancies, Contact Us, Login/Register, Advice, and MY CAREER. The bottom of the page shows a Windows taskbar with various application icons and a system clock showing 10:59 on 10/02/2016.

Date	Company	Vacancy (ID)
28 Dec 2015	Employability Service	EB Administrator
25 Jan 2016	Employability Service	EB Administrator
08 Feb 2016	Employability Service	EB Administrator
15 Feb 2016	Employability Service	EB Administrator

4. Select the timesheet you need to complete by clicking on the relevant date. Please note that the system is set-up as week beginning (Monday).

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- [Contact Us](#)
- [Register with the EB](#)
- [Job Vacancies](#)
- [Feedback](#)

Information

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My Career

[Leanne Evans](#)
[Last login: 12 Dec 2016 16:06](#)

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Exit Timesheets

Please enter the total number of hours worked each day for the week beginning 03 Oct 2016

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Total Hours:	7.5	7.5					
Break	1	1					
Start Time	08:30	08:30					
End Time	17:00	17:00					

Rates Breakdown

Total Hours: 15 @ £7.20 / Hour

Please tick below when you have finished entering your hours

Please tick to indicate you wish to submit this timesheet for approval:

In addition, please tick to indicate if no hours were worked this week:

[BACK](#) [SUBMIT TIMESHEET](#)

5. Total hours claimed should be in 15 minute intervals in the following format:
 - 15 mins = 0.25
 - 30 mins = 0.5
 - 45 mins = 0.75
 - 60 mins = 1
6. Total break time claimed in the same format as total hours
7. Start time and End time should be entered in 24 hour clock
8. Scroll to the bottom of page and ensure that;

Please tick to indicate you wish to submit this timesheet for approval –this is ticked

In addition, please tick to indicate if no hours were worked this week - this is not ticked

9. Click 'Submit Timesheet'

Once you have completed your online timesheet it will be sent to your manager to be authorised. Once authorised the Employment Bureau will be notified and the hours will be added to payroll. Please note it is the candidate's responsibility to ensure the timesheet is authorised by the manager in time for our weekly cut off of 10am on a Monday.

If there is an error with your timesheet e.g. incorrect hours have been claimed, your hiring manager may reject the timesheet. If this occurs you will receive an email advising you that your timesheet has been rejected and the reason why. You will need to log back into the system, amend the timesheet and re-submit.

If you did not work for a week please submit a zero hour timesheet. This can be done by ticking the box that states 'In addition, please tick to indicate if no hours were worked this week': and then clicking submit. This will remove the timesheet from your account and will stop you receiving timesheet reminder emails.