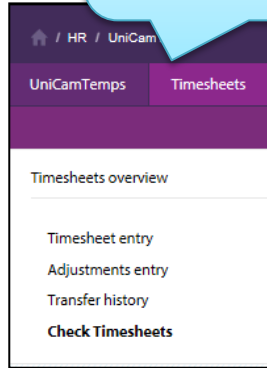


TES Application– Payroll Quick Reference

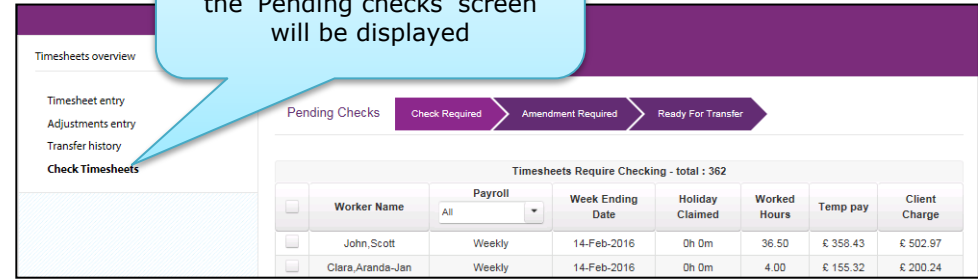
The new TES application is now in use by the TES team. You can therefore now use it to transfer the TES weekly and monthly payrolls to CHRIS

Step 1: The TES team will inform Payroll once timesheets are ready for transfer.

You can then log on to the TES system at: <http://hrsyste.ms.admin.cam.ac.uk/tes-webapp> using your Raven credentials. You will then see your home screen

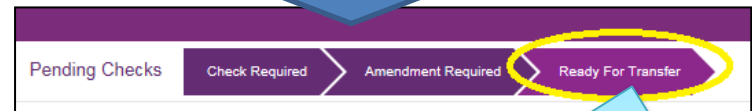


Step 2: The 'Timesheets' tab shows the main working areas where you can check details and then run a payroll



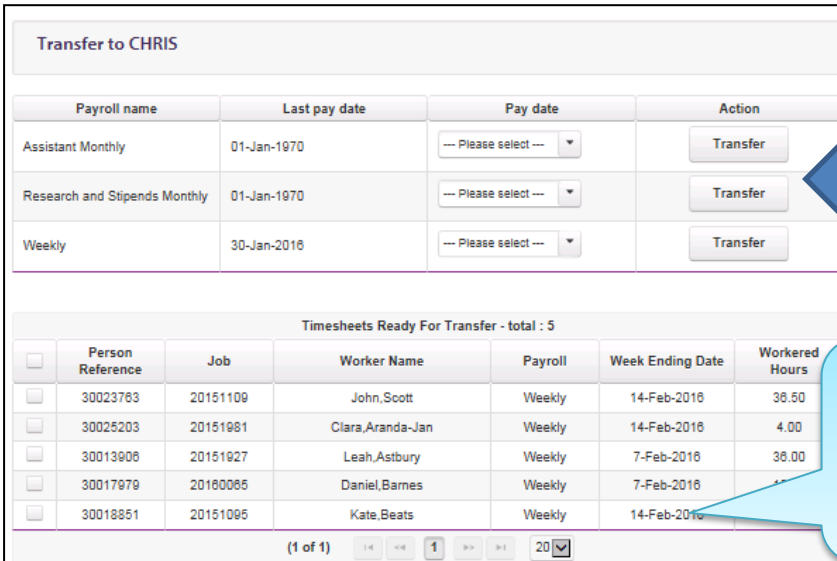
Step 3: Click on the 'Check Time sheets' menu option and the 'Pending checks' screen will be displayed

Prior to the payroll deadline the TES Team will have used the 'Check Required' and 'Amendment Required' tabs on this screen in order to validate and approve the timesheet and costing information for the payroll



Step 4: Click on the 'Ready for Transfer' tab

Step 5: The 'Transfer to CHRIS' screen will then be displayed with the timesheets eligible for transfer listed in the bottom section of the screen and the payroll options shown at the top



TES Application– Payroll Quick Reference

Step 6: Select the payroll type for the payroll you wish to run. Select the pay date for the payroll

Note: that the payroll dates available here are provided by CHRIS

Payroll name	Last pay date	Pay date	Action
Assistant Monthly	01-Jan-1970	--- Please select ---	Transfer
Research and Stipends Monthly	01-Jan-1970	--- Please select ---	Transfer
Weekly	30-Jan-2016	--- Please select ---	Transfer

Timesheets Ready For			Week Ending Date	Worked Hours
<input type="checkbox"/>	Person Reference	Job	Worker Name	
<input type="checkbox"/>	30023763	20151109	John,Scott	14-Feb-2016 36.50
<input type="checkbox"/>	30025203	20151981	Clara,Aranda-Jan	14-Feb-2016 4.00
<input type="checkbox"/>	30013906	20151927	Leah,Astbury	7-Feb-2016 36.00

Transfer to CHRIS

Payroll name	Last pay date	Pay date	Action
Assistant Monthly	01-Jan-1970	--- Please select ---	Transfer
Research and Stipends Monthly	01-Jan-1970	--- Please select ---	Transfer
Weekly	30-Jan-2016	20-Feb-2016	Transfer

Timesheets Ready For Transfer - total: 351

Person Reference	Job	Worker Name	Payroll	Week Ending Date	Worked Hours
30023763	20151109	John,Scott	Weekly	14-Feb-2016	36.50
30025203	20151981	Clara,Aranda-Jan	Weekly	14-Feb-2016	4.00
30013906	20151927	Leah,Astbury	Weekly	7-Feb-2016	36.00
30017879	20160063	Daniel,Barnes	Weekly	7-Feb-2016	15.00
30018851	20151095	Kate,Beats	Weekly	14-Feb-2016	22.00
30024681	20151742	Stephanie,Butler	Weekly	7-Feb-2016	15.00
10086732	20151133	Francis,Clegg	Weekly	14-Feb-2016	7.25
30028440	20151965	Suzanne,Doran	Weekly	7-Feb-2016	14.25
30023300	20160128	Robert,Forster			
30012641	20150969	Jonathan,G...			
30024561	20151853	Cheryl,Gr...			
30019175	20151823	Roderick,L...			
30020343	20150871	Hannah,P...			
30024084	20151890	Alma,Stur...			
30024615	20151781	Brian,St...			
30019959	20151872	Alice,Toy...			
30024304	20151726	Ann-Sophie...			
10000005	20150306	Moraea,Lo...			
10000005	20150315	Michael,Lo...			

Export to Excel

Step 7: it is suggested that you export all payroll details to Excel before beginning any transfer

Step 8: Next, click on the 'Transfer' button

Payroll name	Last pay date	Pay date	Action
Assistant Monthly	01-Jan-1970	--- Please select ---	Transfer
Research and Stipends Monthly	01-Jan-1970	--- Please select ---	Transfer
Weekly	30-Jan-2016	20-Feb-2016	Transfer

Step 9: A confirmation screen listing the workers who will be included in the payroll is displayed

Confirm transfer to CHRIS

The timesheets listed below are those that are about to be transferred to CHRIS for payment. Please confirm that you wish to transfer them.

Worker	Job	Payroll	Week ending	Timesheet Adjustment
Ms Gary Cutler	20150022: Temporary	Assistants	14Feb-2016	Timesheet
Dr William Lindsay	20151816: Temporary	Assistants	07Feb-2016	Timesheet
Ms Aysan O'Brien	20151143: Temporary Specialist Mentor	Assistants	14Feb-2016	Timesheet
Ms Anika Baermann	20151717: Temporary	Assistants	07Feb-2016	Timesheet
Ms Clare Sewell	20151841: Temporary	Assistants	14Feb-2016	Timesheet
Ms Magdalena Slavik	20151240: Temporary Festival Assistant	Assistants	31-Jan-2016	Timesheet
Ms Magdalena Slavik	20151240: Temporary Festival Assistant	Assistants	07Feb-2016	Timesheet
Ms Bernadette Steyer	20150003: Temporary	Assistants	14Feb-2016	Timesheet

Confirm transfer

Step 10: Click on the confirm transfer button in order to complete the transfer of the listed workers to CHRIS



More information can be found on: [the HR Systems web pages](#)