**Student Timesheets Help Guide**

* Firstly log back into WorkLink at [www.worklink.bham.ac.uk](http://www.worklink.bham.ac.uk) using your User name and Password and click on the Timesheets tab on the right hand side.
* If you have worked more than one assignment you need to complete all timesheets for the current week. You can differentiate between assignments using the **Vacancy** title. **Please note:** If you have worked in 2 different placements be careful when adding your hours – make sure you put the correct hours on the correct timesheet.
* The first line on the timesheet says **Standard – Hourly**. In this box you put the total number of **hours** you have worked on that day. **YOU DO NOT PUT THE PAY RATE**
* Now you need to enter in the start and finishing times of your shift. These **must** be entered using a **24 hour format**. For example: 12:00 – 17:00.
* Now you need to enter your breaks, but only if you have been told your break is unpaid. This will only apply if you are working a whole day shift **OR** if you are working a split shift. If you get a non-paid lunch break you need to enter as follows: 15 minute break you need to enter as **0.25**, if you get a 30 minute break you enter it as **0.50** and if it is an hour break you enter **1**.
* **Split shifts** – If you are working a split shift you need to enter the number of hours between each shift as your break. For example if you have worked: **9:00-10:00** and then **13:00-14:00** you would need to enter **Start time 9:00**, **Finish time 14:00** and **3.00** in the **Breaks** box as you have had a break of 3 hours between shifts. You would enter the number of hours in the Standard-Hourly box as 2, because it is only 2 hours that you have worked.
* **Please note:** Your working week starts Sunday and finishes on Saturday, so if you are working on a Friday night or a Saturday remember to put those hours on your timesheet even though you will not have worked them yet.
* When you have completed your hours, click in the **Submit** box and then click **Save**.

**Working Restrictions for University of Birmingham Registered Students**

**Undergraduates**

* European Economic Area students who are studying full time at the University can work for the University for a maximum of 15 hours a week during term time and up to full time hours during vacation.
* International students can work up to 20 hours per week (as per immigration rules) during term time and full time during the holidays, provided there are no existing restrictions on the student visa stamp.   
  It should be noted, however, that the University of Birmingham restricts its own international students to working 15 hours per week during term time if employed by the University of Birmingham.
* **Postgraduates**
* European Economic Area students who are studying full time at the University of Birmingham can work for the University for a maximum of 15 hours a week during term time, vacation and during the writing up period.
* International Postgraduate students studying at the University of Birmingham can work for the University for a maximum of 15 hours a week during term time and vacation, provided there are no existing restrictions on the student visa stamp.

**If you have any problems completing your timesheets please contact us. If you have not given us a P45 then please come along to WorkLink as soon as possible to complete a P46.**