



BRUNEL TALENT BANK

Managers Quick Guide to using Brunel Talent Bank

1. To login to Brunel Talent Bank visit www.bruneltalentbank.com and click on “**LOGIN**” located at the top right hand corner of the webpage.
2. Once logged into your Managers Profile your landing page will show any pending timesheets you may have waiting for approval. To view in detail your pending timesheets click on “**View**” under “**Action**” on the right hand side of the table.
3. After you click on “**View**” further details will be shown about the selected timesheet. This information will include total hours submitted for the week and any notes provided by the worker. If you are happy with the hours submitted click on “**Authorise Timesheet**” which will confirm the hours for payroll.
4. If you are unhappy with the hours submitted by the worker you can click on “**Query Timesheet**” which gives you the option to message the worker to amend the submitted timesheet.

If you have any questions, you may find the following contacts useful:

Students working through Job Shop

Professional Development Centre – Jane Coughlan

01895 265846

Jane-Lisa.Coughlan@brunel.ac.uk

Graduate Teaching Assistants, Hourly
Paid Lecturers, Demonstrators

Human Resources – Charlotte King

01895 268123

Charlotte.King@brunel.ac.uk