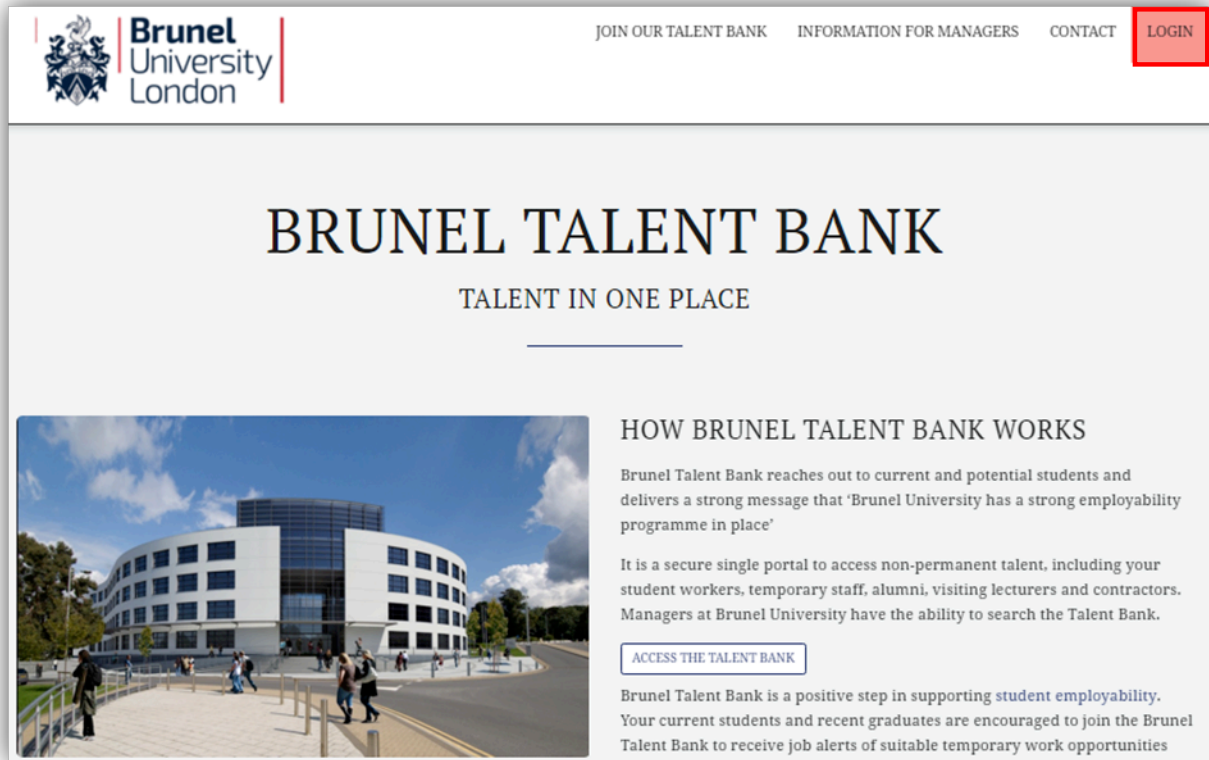




BRUNEL TALENT BANK

Students Quick Guide to using Brunel Talent Bank

- To login to Brunel Talent Bank visit www.bruneltalentbank.com and click on “LOGIN” located at the top right hand corner of the webpage.



- Once logged into your Student profile under “Assignments” click on “Assignments/Timesheets”, this will show you your current jobs at Brunel University. Under “Action” on the far right of the table click on “Timesheet” to start submitting your hours.

BRUNEL TALENT BANK

Anshul Verma | Updated 4 months ago | Profile Strength: 10 | References: 0 | Max Working Hours: ID Check: Yes | Eligibility Check: Yes

My Details

- [View Profile](#)
- [My Contact Details](#)
- [References](#)
- [My Documents](#)

Find a Job

- [Job Preferences](#)
- [Search Current Jobs](#)
- [Job Applications](#)

Assignments

- [Assignments / Timesheets](#)
- [Assignment History](#)
- [My Availability](#)

Help & Support

Assignment List [Help](#)

Below is a list of your current or recent assignments. To get paid complete the online timesheet. If you have any queries contact {branch payroll contact}: {payroll email}.

Search: Recent Search

SEND ME SMS ALERTS TO MY MOBILE

[Every Friday as a Reminder](#) [When a Timesheet remains Unauthorised](#)

Ref	Company	Job Title	Location	Start Date	End Date	Status	Action
DTA-023734	Brunel University	Invigilator	Campus	14/01/2016	01/04/2016	Current	Timesheet
DTA-023737	Brunel University	Invigilator Prep	Campus	14/01/2016	01/04/2016	Current	Timesheet
DTA-023822	Brunel University	Marking	Campus	25/01/2016	01/04/2016	Current	Timesheet
DTA-023821	Brunel University	Tutorials	Campus	25/01/2016	01/04/2016	Current	Timesheet

- Once you have clicked on “Timesheet” you will see all your available weekly timesheets for this Assignment. Ensuring the week ending date is correct click on “Enter Hours”.

BRUNEL TALENT BANK

Anshul Verma | Updated 4 months ago |
 Profile Strength: 10 | References: 0 | Max Working Hours:
 ID Check: Yes | Eligibility Check: Yes

Payroll Helpdesk: 0844 225 1100

My Details

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- References
- My Documents

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Assignments

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- Assignment History

Timesheet List

Timesheets must be submitted by the 1pm on Mondays to allow sufficient time for approval and processing so you can be paid by following Friday.

Week Ending	Job Title	Company	Timesheet No	Hours	Status	Action
07/02/2016	Invigilator	Brunel University	0237341545	2.0	Unapproved	View
31/01/2016	Invigilator	Brunel University	0237341544	0.0	Unsubmitted	Enter Hours

Please do not include your holiday in your timesheet as this will be processed separately.

Also please remember to use all your holiday entitlement before the anniversary date or you will lose them. This can be found on the bottom right of your payslip.

- After selecting the correct timesheet to enter hours, you will see a weekly schedule, allowing you to enter your start time, finish time and any breaks taken using the drop down boxes. Under the weekly schedule you can write notes to your manager regarding the timesheet in question. Once you are happy click on “Submit Timesheet for Authorisation”.

BRUNEL TALENT BANK

Anshul Verma | Updated 4 months ago |
 Profile Strength: 10 | References: 0 | Max Working Hours:
 ID Check: Yes | Eligibility Check: Yes

My Details

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Help & Support

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- Online Help and Support
- Change Password

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Invigilator for Brunel University

Timesheet Number: 0237341544 | Timesheets for Week Ending: 31/01/2016 | Status: Enter Hours

Pay rate: £19.01/hour | Authoriser 1: Frances Benton | Authoriser 2: Jonathan Millwood

	Monday 25/01/2016	Tuesday 26/01/2016	Wednesday 27/01/2016	Thursday 28/01/2016	Friday 29/01/2016	Saturday 30/01/2016	Sunday 31/01/2016
Start of Day	09:30	12:15	09:30	09:00	09:00	00:00	00:00
Breaks	00:00	00:00	01:00	00:00	00:00	00:00	00:00
End of Day	16:00	16:00	17:45	00:00	00:00	00:00	00:00
Hours	6.50	3.75	7.25	0.00	0.00	0.00	0.00
Total Hours for week: 19.50							

Maximum no. of hours you can work per week: 48 | Total Hours already worked this week: 9.0 | Opt-out: Yes | 48-hour Opt-out: No

Notes to Timesheet Authoriser (optional):

Dear Jonathan and Frances

I was unable to work on Friday due to illness.

This absence was authorised by yourselves and this is just for your reference.

Regards

Anshul

[Submit Timesheet for Authorisation](#)

- The timesheet will be sent to your Assignment Manager to approve. Reminders will be sent to your manager so you do not have to worry about your timesheet remaining unapproved. **Timesheets must be submitted weekly for you to be paid on the 27th of the month. New timesheets are generated every Thursday.**

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

Students working through Job Shop

Brunel University Job Shop – Anisha Sohal

01895 265759

Jobshop@brunel.ac.uk

Graduate Teaching Assistants, Hourly Paid Lecturers, Demonstrators

Human Resources – Charlotte King

01895 268123

Charlotte.King@brunel.ac.uk