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://hrs/systems/admin.cam.ac.uk/tes-webapp using your Raven credentials. You will then see your home screen.

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 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.
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.

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.

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

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.