eTime

- It is your responsibility to complete monthly timesheets in eTime – we are no longer using paper timesheets
- Guidance notes are available:
  - From the Demonstrators wiki (https://www.wiki.ed.ac.uk/display/intranetpublic/Demonstrating+and+Tutoring);
  - and from the Finance website (https://www.wiki.ed.ac.uk/pages/viewpage.action?spaceKey=Finance&title=eTime)
  - and sometimes (!) you will get help if you email bto.demonstrators@ed.ac.uk
  - BUT DON’T ask the Floor Leader!

Log in

- You need to use your staff UUN to log into eTime (through MyEd)
- You will only get a staff UUN once you have a contract, so please make sure you have brought your passport to the BTO at the earliest opportunity, and have applied for the vacancy on-line (Apply for the BTO demonstrator vacancy: https://www.vacancies.ed.ac.uk/ The demonstrator vacancy reference number for 2018/19 is 044320). The vacancy for Floor Leaders and Tutors for 2018/19 is 045181.

Any questions, please email bto.demonstrators@ed.ac.uk and I will try to help!
No CV, personal statement or references required. Enter N/A (not applicable) when the application form asks for CV, personal statement or references.

- Once you have your staff UUN, you will need a password, which you can get from a Library Helpdesk (if you have not already set it up before).
- Log into MyEd using your Staff UUN and password. Search for eTime

Create a new timesheet

![Create a Timesheet](image)

Any questions, please email bto.demonstrators@ed.ac.uk and I will try to help!
Create a new task for each practical

➢ For example, one practical for MGC is 2 hours long, from 10am-12noon on Friday.

Two practicals would mean your timesheet has two tasks.

➢ Make sure you have completed all demonstrating for the month BEFORE submitting the timesheet!

➢ If you have carried out marking, select the appropriate task and I will increase the rate accordingly.

Any questions, please email bto.demonstrators@ed.ac.uk and I will try to help!
If there is a meeting before the practical, you can either include it in the demonstrating time and make a note of this in the Task Description, or enter it separately under “Other Work Types”.

Include your own preparation time for each new practical/ tutorial where appropriate and list it under “Other Work Types”.

Payments

- Submitting all work carried out at the end of the semester may result in you paying a National Insurance fee (a non-returnable tax).

- Payments are made direct to your bank account around the 28th of the month i.e. submit a timesheet for September at the very beginning of October, and you will be paid on 28th October.

- You will be paid for the induction training course when you submit your first timesheet – please remember to add it in!

Any questions, please email bto.demonstrators@ed.ac.uk and I will try to help!