

# POW TIMESHEET MANAGEMENT SYSTEM

## STUDENT/APPRENTICE INSTRUCTIONS

From September 2022 onwards, students on the nursing and nursing associate courses will use POW to record their placement hours. **This will replace all previous methods of recording placement hours.** Paper timesheets, word processed timesheets, and hours recorded on PebblePad or via other formats will **NOT BE ACCEPTED.**

The Timesheet Management System (TMS) is accessed through your POW account.

Please carefully read through the instructions below. Videos showing the main processes are also available on the university website at <https://www.worcester.ac.uk/about/academic-schools/school-of-nursing-and-midwifery/placement-support/>

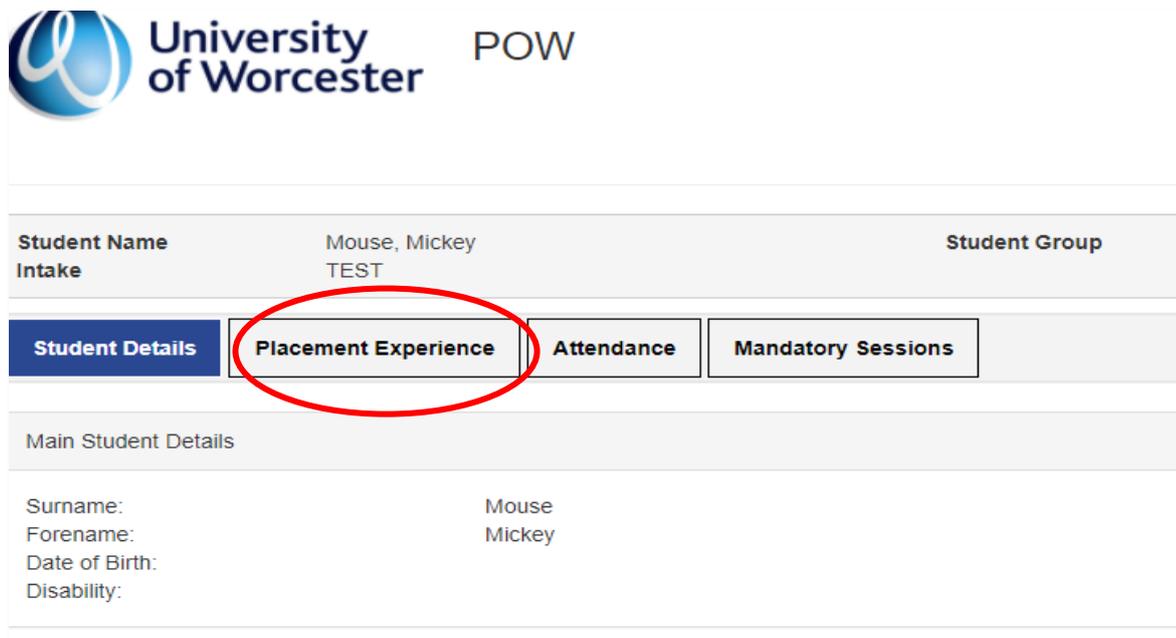
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## HOW TO ACCESS YOUR TIMESHEETS

Log in to POW in the normal way at <https://worc.arcwebonline.com/pow>

Click on **Placement Experience**.



The screenshot shows the University of Worcester POW interface. At the top left is the University of Worcester logo. To its right is the text 'POW'. Below this is a header section with 'Student Name Intake' (Mouse, Mickey TEST) and 'Student Group'. A navigation bar contains four buttons: 'Student Details', 'Placement Experience' (circled in red), 'Attendance', and 'Mandatory Sessions'. Below the navigation bar is a section titled 'Main Student Details' with the following information: Surname: Mouse, Forename: Mickey, Date of Birth: , and Disability: .

This takes you to your Placement Experience page. Your new placement should be at the top of the list.

**Timesheets will not be visible until the first day of the placement.** If your placement is in blocks separated by other activities such as annual leave, theory weeks etc., please ensure you click on the correct row for the dates as POW will show all of the different blocks for that placement.

Click on the binoculars  This will show you all the placement information plus a new tab called **Timesheets (TMS)**.

Student Details Placement Experience Attendance Mandatory Sessions

Placement Absence Summary

Absence Hours: 48.45 Made Up Hours: 27

Absence and Made Up hours are entered onto student records at intervals. Please note that the data above may not therefore be current - students are advised to check their attendance sheets to arrive at the current amount of absence/made up time.

Allocation Colour Key

If there is a problem with any of the data on this page please contact [wbliso@worc.ac.uk](mailto:wbliso@worc.ac.uk)

There may be changes to your Placement Experience at short notice - please check this page frequently for any updates.

Why can I not see my next placement experience ???

Date From	Date To	Description	Day Description	Category	Hrs Days	Allocated	Hrs	Hrs of Absence	Shift Pattern
13/09/2021	03/10/2021	Bart Simpson Community Team - TEST		ADULT NRSNG - HOME NURSING	15	112.3	0	0	MTWTFSU
07/06/2021	18/07/2021	Aardvark House (Test)		ADULT NRSNG - MEDICAL	30	225	225	0	MTWTFSU

**Click *Timesheets (TMS)*.**

This will then display your electronic timesheets for each placement week.

Information about Bart Simpson Community Team - TEST (13/09/2021 - 03/10/2021)

Organisation Information Placement Information Learning Opportunities Pre-Placement Study Contacts Timesheets (TMS)

Placement address: Test Street  
Test Town  
Testshire

Postcode: ZZZZ 1234

## UNDERSTANDING YOUR TIMESHEETS

The top section of the page shows the total hours worked so far, total absence hours during the placement period, made up time, and total hours altogether **for that placement**. When you access this for the first time, all these figures will say zero.

[Expand All Timesheets](#)

### My Placement Timesheets

My Placement:

## Bart Simpson Community Team - TEST

Allocation Dates:

### 13 September 2021 - 03 October 2021

<u>Total Placement Worked Hours:</u>	<u>Total Placement Absence Hours:</u>	<u>Total Placement Made Up Hours:</u>	<u>Total Worked and Made Up Hours:</u>
34.00	12.00	7.30	41.30

Scrolling down the page you will see that there is timesheet for each week. Below is an example for a student who has entered some timesheet hours and had some of them approved.

Organisation Information
Placement Information
Learning Opportunities
Pre-Placement Study
Contacts
Timesheets (TMS)

Allocation Dates:

### 13 September 2021 - 03 October 2021

<u>Total Placement Worked Hours:</u>	<u>Total Placement Absence Hours:</u>	<u>Total Placement Made Up Hours:</u>	<u>Total Worked and Made Up Hours:</u>
34.00	12.00	7.30	41.30

Placement Timesheets:

Timesheet Week No	Week Beginning	Week Ending	Worked Hours	Absence Hours	Made Up Hours	Total Worked & MadeUp Hours	Practice Assessor Name	Status	Actions		
<b>Week no: 1</b>	13/09/2021	19/09/2021	34.00	12.00	7.30	41.30	ms Test Assessor (S)	Approved (MO,TU,WE,TH,FR,SA,SU)	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Submit Electronically</a>
<b>Week no: 2</b>	20/09/2021	26/09/2021	0	0	0	0	Unknown yet	In Progress (MO,TU,WE,TH,FR,SA,SU)	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Submit Electronically</a>
<b>Week no: 3</b>	27/09/2021	03/10/2021	0	0	0	0	Unknown yet	In Progress (MO,TU,WE,TH,FR,SA,SU)	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Submit Electronically</a>

### Understanding the Column Headings on the Main Screen

1. **Timesheet Week No.** This lists the number of placement weeks in date order and assigns a week number to each one.
2. **Week Beginning/Week Ending.** This shows the start and end date of the placement week. For most students the week begins on a Monday and ends on a Sunday.
3. **Hours.** There are 4 columns showing different hours categories – *Worked Hours*, *Absence Hours*, and *Total Hours*. At first these will all say zero. As you populate the timesheets this

information will change to show the hours recorded. (n.b. the *Made Up Hours* column is no longer used and will not show on your POW page).

4. **Practice Assessor Name.** This is the name of the Practice Assessor you have added to the TMS. For timesheets you have not yet populated, it will show as *Unknown Yet*.
5. **Status.** This shows whether your timesheets have been approved, awaiting approval, or are 'In Progress'.
6. **Actions.** Initially you have three options – *View*, *Edit*, and *Submit Electronically*.

## SETTING UP YOUR TIMESHEET

Do not populate your timesheets in advance. We recommend that you do them each week as you go through the week, to ensure you have correctly captured the hours worked/any absence days etc.

In the example below the student is populating week no. 2. This shows '**In Progress**' on the screen, but you can see a row of zeros along Week 2 – meaning no hours have been submitted yet. The **View** option is greyed out as no hours have been submitted so there is nothing yet to see.

Click on **Edit**.

Timesheet Week No	Week Beginning	Week Ending	Worked Hours	Absence Hours	Made Up Hours	Total Worked & MadeUp Hours	Practice Assessor Name	Status	Actions		
Week no: 1	13/09/2021	19/09/2021	34.00	12.00	7.30	41.30	ms Test Assessor (S)	Approved (MO,TU,WE,TH,FR,SA,SU)	View	Edit	Submit Electronically
Week no: 2	20/09/2021	26/09/2021	0	0	0	0	Unknown yet	In Progress (MO,TU,WE,TH,FR,SA,SU)	View	Edit	Submit Electronically
Week no: 3	27/09/2021	03/10/2021	0	0	0	0	Unknown yet	In Progress (MO,TU,WE,TH,FR,SA,SU)	View	Edit	Submit Electronically

This shows the main screen for that timesheet week.

[Back to timesheets](#)

**Timesheet for week 2 (20 September 2021 - 26 September 2021)** [Submit Timesheet Electronic](#)

**Placement:** Bart Simpson Community Team - TEST (13/09/2021 - 03/10/2021)

**Timesheet Status:** In Progress

[Add Practice Assessor](#)

Total Worked Hours:	0.00
Total Absence Hours:	0.00
Total Made Up Hours:	0.00
Total Worked & Made Up Hours:	0.00

**Attendance Records:** [Save Timesheet](#)

Please record hours you have completed on your placement. If sickness or absences are recorded please provide the shift hours you were allocated. If you were absent for the whole shift please tick this 'Absent' option. If you were absent for only part of your shift, please add the number of absent hours (absence hours will be calculated based on selected shift hours). **IMPORTANT: If you have attended spoke days you MUST SCROLL TO THE COMMENTS BOX AND ENTER THE NAME OF THE SPOKE PLACEMENT AND THE DATES ATTENDED.** You do not need to add the hours as you must record these in the corresponding date within the electronic timesheet.

The screen gives you the option to submit your timesheet, save your timesheet, and add your practice assessor. **You must add your practice assessor details before you go any further.**

The grey box on the right-hand side will gradually be populated once you start saving hours.

Please follow the instructions below to populate your timesheet – you need to do this in the correct order.

## Add Your Practice Assessor

Click **ADD PRACTICE ASSESSOR**

[Back to timesheets](#)

**Timesheet for week 2 (20 September 2021 - 26 September 2021)** [Submit Timesheet Electronic](#)

**Placement:** Bart Simpson Community Team - TEST (13/09/2021 - 03/10/2021)

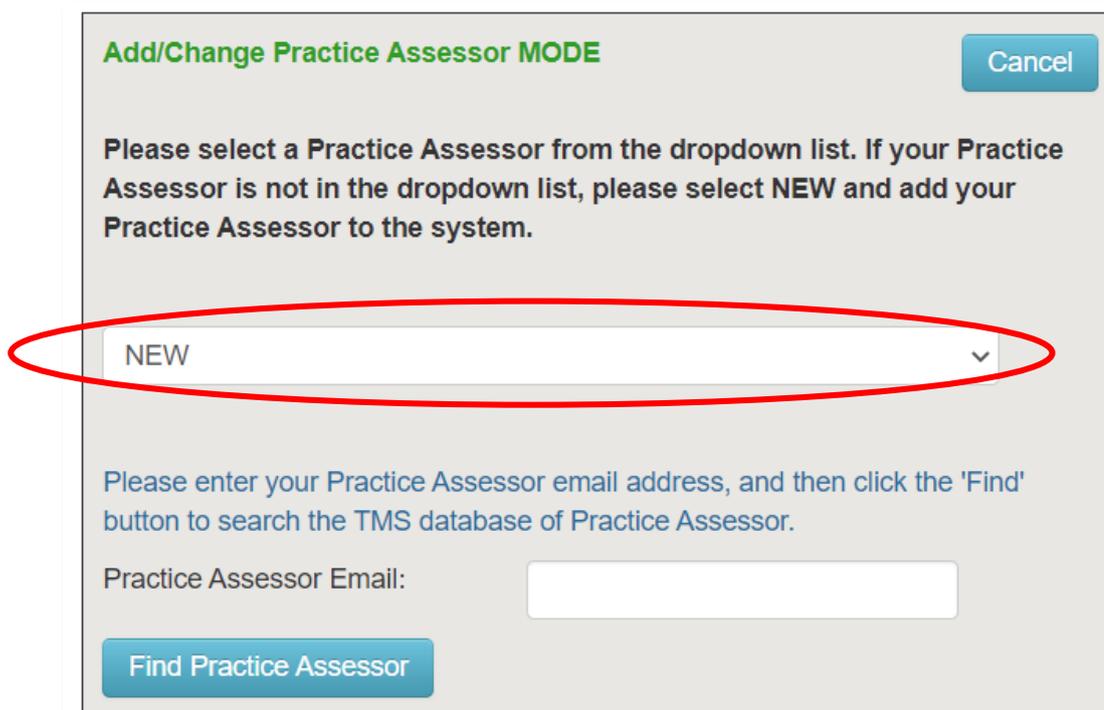
**Timesheet Status:** In Progress

[Add Practice Assessor](#)

Total Worked Hours:	0.00
Total Absence Hours:	0.00
Total Made Up Hours:	0.00
Total Worked & Made Up Hours:	0.00

You must add your Practice Assessor details. **You must have the email address, telephone number and job title of your Practice Assessor to complete the next step.** You can enter more than one Practice Assessor. The Practice Assessor is the person who signs off your hours – not the daily practice supervisor.

**STEP ONE.** Click the dropdown arrow where it says NEW. Some assessors are already in our database and will appear on the list, some are not, and you will need to enter the information. At first, you will need to add them in but if you are using just the one PA, this will appear on the dropdown box next time. For the first time, select NEW.



**Add/Change Practice Assessor MODE** Cancel

Please select a Practice Assessor from the dropdown list. If your Practice Assessor is not in the dropdown list, please select **NEW** and add your Practice Assessor to the system.

NEW

Please enter your Practice Assessor email address, and then click the 'Find' button to search the TMS database of Practice Assessor.

Practice Assessor Email:

Find Practice Assessor

**STEP TWO.** Enter your Practice Assessor's email address and click on **Find Practice Assessor**.

**Add/Change Practice Assessor MODE** Cancel

Please select a Practice Assessor from the dropdown list. If your Practice Assessor is not in the dropdown list, please select **NEW** and add your Practice Assessor to the system.

NEW

Please enter your Practice Assessor email address, and then click the 'Find' button to search the TMS database of Practice Assessor.

Practice Assessor Email:

If the PA is already in the system, the information in the next screen will be populated automatically. If not, you need to go through and enter the information in the next screen.

**STEP THREE.** Enter the information in the screen. Then click **ADD PRACTICE ASSESSOR**. You also have the option to change the email address if you think it is wrong.

NEW

Practice Assessor Email: **ssample13@outlook.com**  
[Change Email](#)

**No Practice Assessor with the provided email address has been found in the database. Please fill all the details and add Practice Assessor to the database.**

Practice Assessor Title:\*

Practice Assessor Forename:\*

Practice Assessor Surname:\*

Practice Assessor Phone Number: \*   
(phone number must be a min of 11 characters)

Job Title:\*

\* Mandatory fields

Your practice assessor has now been added to your TMS and will appear on the dropdown list next time. You can also add another practice assessor if you have more than one PA supporting you, or if you have attended spoke days and the hours need approving by someone from the spoke area.

The main screen for this timesheet now shows the name and contact details of your PA.

[Back to timesheets](#)

**Timesheet for week 2 (20 September 2021 - 26 September 2021)** [Submit Timesheet Electronic](#)

Placement: Bart Simpson Community Team - TEST (13/09/2021 - 03/10/2021)

Timesheet Status: **In Progress**

Practice Assessor(s): **Ms Sally Sample (S)**  
 Practice Assessor Email: **ssample13@outlook.com**  
 Practice Assessor Job Title: **Ward Sister**

Please note: If Practice Assessor has been added by a student, it has (S) behind its name.

[Amend Provided Details of Practice Assessor](#)

[Unlink Practice Assessor from this timesheet](#)

Total Worked Hours:	0.00
Total Absence Hours:	0.00
Total Made Up Hours:	0.00
Total Worked & Made Up Hours:	0.00

[Add Another Practice Assessor](#)

Attendance Records: [Save Timesheet](#)

The screen also gives you the option to amend their details or **Unlink** the PA from the timesheet.

Clicking **SAVE TIMESHEET** will save the changes and take you back to your homepage.

## ENTERING YOUR PLACEMENT HOURS

You can now SCROLL DOWN the screen to see all the days for that week.

[Save Timesheet](#)

**Attendance Records:**

Please record hours you have completed on your placement. If sickness or absences are recorded please provide the shift hours you were allocated. If you were absent for the whole shift please tick this 'Absent' option. If you were absent for only part of your shift, please add the number of absent hours (absence hours will be calculated based on selected shift hours). **IMPORTANT: If you have attended spoke days you MUST SCROLL TO THE COMMENTS BOX AND ENTER THE NAME OF THE SPOKE PLACEMENT AND THE DATES ATTENDED.** You do not need to add the hours as you must record these in the corresponding date within the electronic timesheet.

[Click here to expand MULTIPLE DAY\(S\) QUICK FILL](#)

**Timesheet days**

Date	Shift Start	Shift End	Breaks	Worked Hours	Absent (Whole shift)	Absence Hours	Absence Reason	Practice Assessor	Day Supervisor	Night Duty	Day Off	Actions
Mon 20/09/21	00.00	00.00	0.00	0.00		0.00		Ms Sally Sample (S)	Sally Sample			<a href="#">Edit</a> <a href="#">Reset</a>
Tue 21/09/21	00.00	00.00	0.00	0.00		0.00		Ms Sally Sample (S)	Sally Sample			<a href="#">Edit</a> <a href="#">Reset</a>

## How to Enter Placement Hours for Each Day

You have the option of **entering each day individually** OR, if your shifts are the same each day, click on ***CLICK HERE TO EXPAND MULTIPLE DAYS QUICK FILL***.

In example below, the shifts are all different and the student needs to enter something for each day of the week.

Click on the first day **EDIT**.

Timesheet days

Date	Shift Start	Shift End	Breaks	Worked Hours	Absent (Whole shift)	Absence Hours	Absence Reason	Practice Assessor	Day Supervisor	Night Duty	Day Off	Actions
Mon 20/09/21	00.00	00.00	0.00	0.00		0.00		Ms Sally Sample (S)	Sally Sample			<a href="#">Edit</a> <a href="#">Reset</a>
Tue 21/09/21	00.00	00.00	0.00	0.00		0.00		Ms Sally Sample (S)	Sally Sample			<a href="#">Edit</a> <a href="#">Reset</a>

You will then see that the placement day is unlocked for editing and showing the name of your Practice Assessor.

**IMPORTANT.** The page view does not appear sized to one screen. **You need to SCROLL ACROSS using the scroll bar to see all the entries you need to complete.**

pps | Bookmarks | Route Planner | Voice | Staff Portal Home | https://webmail.wo... | OneDrive for Busin...

Date	Shift Start	Shift End	Breaks	Worked Hours	Absent (Whole shift)	Absence Hours	Absence Reason	Practice Assessor	Su
Please Select	00:00	00:00	0:00	To be worked out	<input type="checkbox"/>	0:00	Please Se	Ms Sally Sample (S)	S
Mon 20/09/21									
Tue 21/09/21	00.00	00.00	0.00	0.00		0.00		Ms Sally Sample (S)	S
Wed 22/09/21	00.00	00.00	0.00	0.00		0.00		Ms Sally Sample (S)	S
Thu 23/09/21	00.00	00.00	0.00	0.00		0.00		Ms Sally Sample (S)	S

Using the dropdown arrow in the first column, select from one of the options.

	Date	Shift Start	Shift End	Breaks	Worked Hours	Absent (Whole shift)	Absence Hours	Absence Reason	Practice Assessor	De Super
Mon	01/08/22	07.00	17.00	0.30	9.30		0.00		Ms Zara Sample (S)	Ke Skel
Tue	02/08/22	11.00	22.00	1.00	10.00		0.00		Mr Ken Skeletor (S)	Ke Skel
	Please Select	00:00	00:00	0:00	To be worked out	<input type="checkbox"/>	0:00	Please Se	Mr Ken Skeletor (S)	Ken
	<ul style="list-style-type: none"> <li>Please Select</li> <li>Custom</li> <li>Trust Study Day</li> <li>Peer Teaching Year 3 only</li> <li>Day Off</li> </ul>									
Fri	05/08/22	00.00	00.00	0.00	0.00		0.00		Mr Ken Skeletor (S)	Ke Skel

You have a choice of:

- **Custom.** Choose this to enter your shift patterns – especially useful if your times are different every day or have different duration of breaks.
- **Day Off.** Choose this for **each day you are 'off duty'**. **Please always add this if you are NOT on the duty rota – it helps your signatory to clearly see your attendance patterns for the week.**
- **Trust Study Day**
- **Peer teaching** (this if for third year BSc Nursing students only)

In the example below the student is entering **CUSTOM** hours for Monday, **DAY OFF** for Tuesday, **ABSENCE** for Wednesday, **CUSTOM** for Thursday – which is also a night duty, **DAY OFF** for Friday and Saturday, and **CUSTOM** for Sunday. (Please see section **Recording a Placement Absence** for more information about how to do this).

**You should add something for each day of the week – whether day off, absence, or a shift.**

You then need to add the shift start/end times, the amount of time you had on break.

The name of your Practice Assessor will automatically appear but if you have more than one listed, select from the dropdown arrow in the PA column.

Date	Shift Start	Shift End	Breaks	Worked Hours	Absent (Whole shift)	Absence Hours	Absence Reason	Practice Assessor	Su
Custom	07:00	18:00	00:30	To be worked out	<input type="checkbox"/>	0:00	Please Se	Ms Sally Sample (S)	S
<b>Mon 20/09/21</b>									
Tue	21/09/21	00.00	00.00	0.00	0.00	0.00		Ms Sally Sample (S)	S
Wed	22/09/21	00.00	00.00	0.00	0.00	0.00		Ms Sally Sample (S)	S
Thu	23/09/21	00.00	00.00	0.00	0.00	0.00		Ms Sally Sample (S)	S
Fri	24/09/21	00.00	00.00	0.00	0.00	0.00		Ms Sally Sample (S)	S
Sat	25/09/21	00.00	00.00	0.00	0.00	0.00		Ms Sally Sample (S)	S
Sun	26/09/21	00.00	00.00	0.00	0.00	0.00		Ms Sally Sample (S)	S

Start	Shift End	Breaks	Worked Hours	Absent (Whole shift)	Absence Hours	Absence Reason	Practice Assessor	Day Supervisor	Night Duty	Day Off	Actions
0	18:00	00:30	To be worked out	<input type="checkbox"/>	0:00	Please Se	Ms Sally Sample (S)	Sally Sa	<input type="checkbox"/>	-	Save Cancel
.00	00.00	0.00	0.00		0.00		Ms Sally Sample (S)	Sally Sample			Edit Reset
.00	00.00	0.00	0.00		0.00		Ms Sally Sample (S)	Sally Sample			Edit Reset
.00	00.00	0.00	0.00		0.00		Ms Sally Sample (S)	Sally Sample			Edit Reset
.00	00.00	0.00	0.00		0.00		Ms Sally Sample (S)	Sally Sample			Edit Reset
.00	00.00	0.00	0.00		0.00		Ms Sally Sample (S)	Sally Sample			Edit Reset
.00	00.00	0.00	0.00		0.00		Ms Sally Sample (S)	Sally Sample			Edit Reset

Now scroll along to the right-hand side of the screen using the scroll bar at the bottom.

If your supervisor that day is someone other than your Practice Assessor, please add their name in the **Day Supervisor** box.

To change the day supervisor click in the **Day Supervisor** box and type in the name.

If your shift was a night duty, click the **Night Duty** box, even if you have selected the set shift patterns for a night-time range of hours.

Date	Shift Start	Shift End	Breaks	Worked Hours	Absent (Whole shift)	Absence Hours	Absence Reason	Day Supervisor	Night Duty	Day Off	Actions
4:30-22:30) <input type="text"/>	14:30 <input type="text"/>	22:30 <input type="text"/>	01:00 <input type="text"/>	To be worked out	<input type="checkbox"/>	0:00 <input type="text"/>	Please Se <input type="text"/>	t O'Har	<input type="checkbox"/>	-	Save Cancel
Mon 25/05/20											

Click **SAVE** to save the hours for this date. **Always remember to scroll across the screen after each entry so that you can save the line.**

Date	Shift Start	Shift End	Breaks	Worked Hours	Absent (Whole shift)	Absence Hours	Absence Reason	Day Supervisor	Night Duty	Day Off	Actions
4:30-22:30) <input type="text"/>	14:30 <input type="text"/>	22:30 <input type="text"/>	01:00 <input type="text"/>	To be worked out	<input type="checkbox"/>	0:00 <input type="text"/>	Please Se <input type="text"/>	t O'Har	<input type="checkbox"/>	-	Save Cancel
Mon 25/05/20											

Now continue and populate the rest of the week, entering something for each day.

### Using the 'Multiple Days' Quick Fill Function

This is useful for students whose shift patterns are exactly the same on each day. For example, where you know you are going to start and finish at roughly the same time each day during the placement week. It is less useful if your start/finish times differ every day.

**Remember to also add in the name of your practice assessor first.**

Click on the placement week you wish to edit. Click on **Click here to expand MULTIPLE DAYS QUICK FILL**.

**Placement:** Aardvark House (Test) (07/06/2021 - 18/07/2021)

**Timesheet Status:** In Progress

[Add Practice Assessor](#)

<b>Total Worked Hours:</b>	0.00
<b>Total Absence Hours:</b>	0.00
<b>Total Made Up Hours:</b>	0.00
<b>Total Worked &amp; Made Up Hours:</b>	0.00

[Save Timesheet](#)

**Attendance Records:**

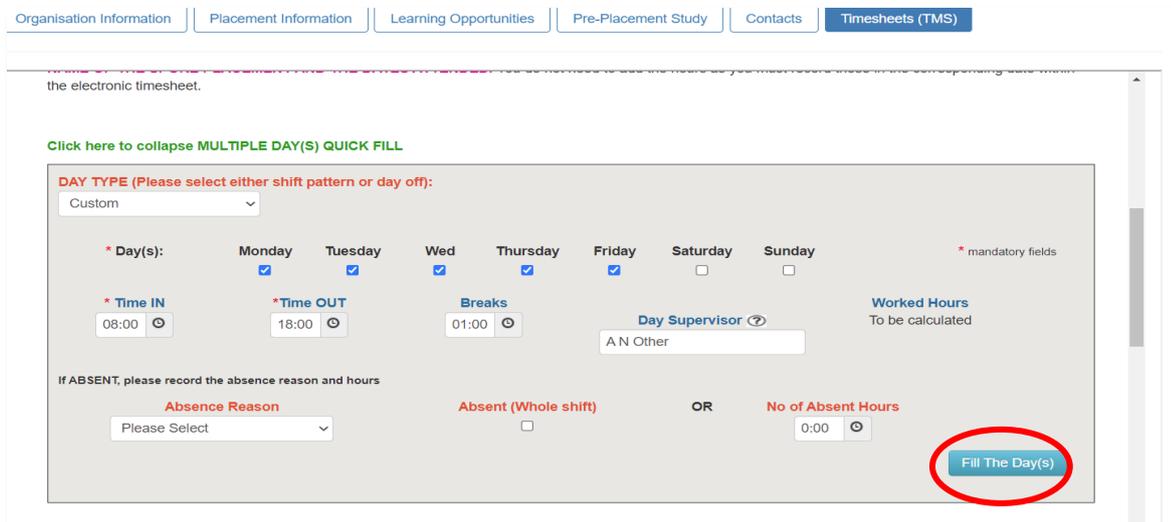
Please record hours you have completed on your placement. If sickness or absences are recorded please provide the shift hours you were allocated. If you were absent for the whole shift please tick this 'Absent' option. If you were absent for only part of your shift, please add the number of absent hours (absence hours will be calculated based on selected shift hours). **IMPORTANT : If you have attended spoke days you MUST SCROLL TO THE COMMENTS BOX AND ENTER THE NAME OF THE SPOKE PLACEMENT AND THE DATES ATTENDED.** You do not need to add the hours as you must record these in the corresponding date within the electronic timesheet.

Click here to expand MULTIPLE DAY(S) QUICK FILL

This will open a new pop-up screen for you to enter your timesheet information. In the example below the student has chosen Custom hours and does the same shift times Monday to Friday. They have also entered the length of their break and the name of their day supervisor.

They have ticked the different days of the week.

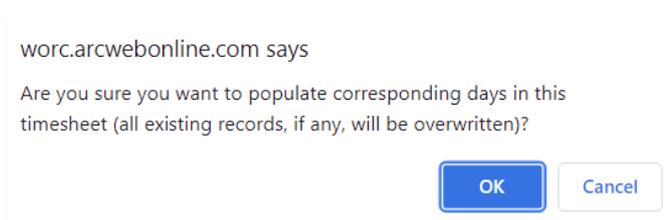
Now click **Fill the Day(s)**.



The screenshot shows the 'Timesheets (TMS)' form with the following details:

- Navigation tabs: Organisation Information, Placement Information, Learning Opportunities, Pre-Placement Study, Contacts, Timesheets (TMS).
- Text: "the electronic timesheet."
- Link: "Click here to collapse MULTIPLE DAY(S) QUICK FILL"
- Form Section: "DAY TYPE (Please select either shift pattern or day off):"
  - Day Type: Custom
  - \* Day(s): Monday, Tuesday, Wed, Thursday, Friday, Saturday, Sunday. Monday, Tuesday, Wed, Thursday, and Friday are checked.
  - \* Time IN: 08:00
  - \* Time OUT: 18:00
  - Breaks: 01:00
  - Day Supervisor: A N Other
  - Worked Hours: To be calculated
- Absence Section: "If ABSENT, please record the absence reason and hours"
  - Absence Reason: Please Select
  - Absent (Whole shift):
  - OR
  - No of Absent Hours: 0:00
- Button: "Fill The Day(s)" (circled in red)

A further pop-up screen will show, warning you that it will overwrite previous information for that specific week. You have the option to Cancel or click OK to confirm.



The dialog box contains the following text:

worc.arcwebonline.com says

Are you sure you want to populate corresponding days in this timesheet (all existing records, if any, will be overwritten)?

Buttons: OK, Cancel

You will then be able to see the entries per day on the timesheet and can still edit this if you need to. On the example below, the student has forgotten to add their practice assessor, and would need to scroll back up and **Add Practice Assessor** before submitting the timesheet for approval.

Organisation Information | Placement Information | Learning Opportunities | Pre-Placement Study | Contacts | Timesheets (TMS)

[Click here to expand MULTIPLE DAY\(S\) QUICK FILL](#)

**Timesheet days**

Date	Shift Start	Shift End	Breaks	Worked Hours	Absent (Whole shift)	Absence Hours	Absence Reason	Practice Assessor	Day Supervisor	Night Duty	Day Off	Actions
Mon 21/06/21	08.00	18.00	1.00	9.00		0.00		Unknown yet	A N Other			Edit Reset
Tue 22/06/21	08.00	18.00	1.00	9.00		0.00		Unknown yet	A N Other			Edit Reset
Wed 23/06/21	08.00	18.00	1.00	9.00		0.00		Unknown yet	A N Other			Edit Reset
Thu 24/06/21	08.00	18.00	1.00	9.00		0.00		Unknown yet	A N Other			Edit Reset
Fri 25/06/21	08.00	18.00	1.00	9.00		0.00		Unknown yet	A N Other			Edit Reset
Sat 26/06/21	00.00	00.00	0.00	0.00		0.00		Unknown yet	-		✓	Edit Reset

The Quick Fill option is also useful for recording several days' absence in the same week but please read the **Recording Placement Absence** section first.

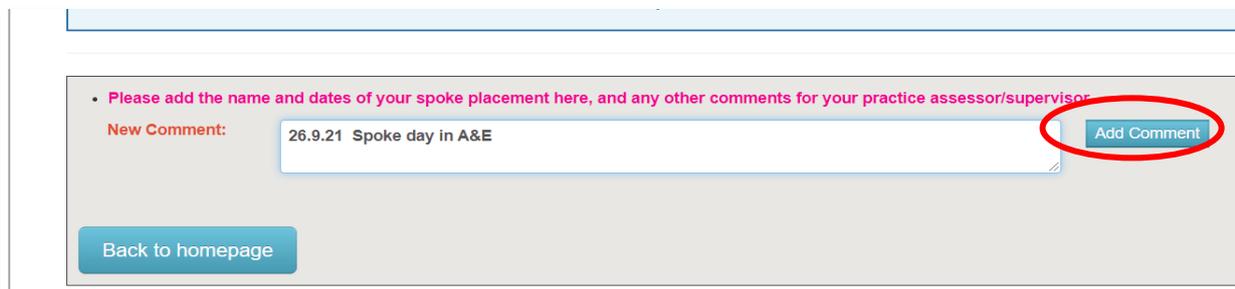
### How to Record a Spoke Placement Day

You can record the spoke shift in the normal way in the timesheet, but you must first add the person supervising you in the Practice Assessor screen first. (see page 6 above). This is so that they can authorise your hours electronically.

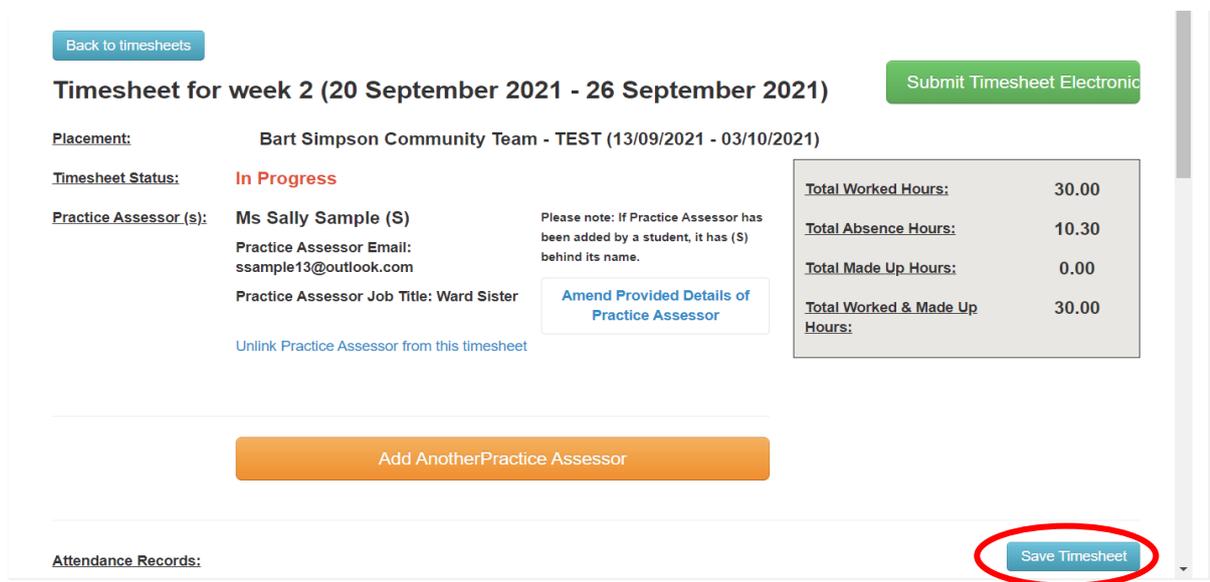
Select the correct signatory from the dropdown box in the *Practice Assessor* column. When you return to your main placement and enter hours please check that your main practice assessor is listed as the signatory.

Date	Shift Start	Shift End	Breaks	Worked Hours	Absent (Whole shift)	Absence Hours	Absence Reason	Practice Assessor	Day Supervisor
<div style="border: 1px solid #ccc; padding: 2px;">Please Select</div>	07:00	17:00	0:30	To be worked out	<input type="checkbox"/>	0:00	Please Select	<div style="border: 1px solid #ccc; padding: 2px;">           Ms Zara Sample (S)           <ul style="list-style-type: none"> <li>Please select</li> <li>Mr Ken Skeletor (S)</li> <li style="background-color: #007bff; color: white;">Ms Zara Sample (S)</li> <li>Mr Ken Skeletor (S)</li> </ul> </div>	Ken
Mon 01/08/22									
Tue 02/08/22	11.00	22.00	1.00	10.00		0.00		Mr Ken Skeletor (S)	Ke Skel
Wed 03/08/22	00.00	00.00	0.00	0.00		0.00		Mr Ken Skeletor (S)	Ke Skel
Thu 04/08/22	00.00	00.00	0.00	0.00		0.00		Mr Ken Skeletor (S)	Ke Skel
Fri 05/08/22	00.00	00.00	0.00	0.00		0.00		Mr Ken Skeletor (S)	Ke Skel
Sat 06/08/22	00.00	00.00	0.00	0.00		0.00		Mr Ken Skeletor (S)	Ke Skel
Sun 07/08/22	00.00	00.00	0.00	0.00		0.00		Mr Ken Skeletor (S)	Ke Skel

Now scroll down and state the name and date(s) of your spoke days in the pink box at the bottom of the screen. Now click **Add Comment**. This is really important for your main signatory to know about, and you can also add in any other information you think they need to know about for the specific week.



Scroll up and if you are happy with the entries, click 'Save Timesheet'.



Back to timesheets

**Timesheet for week 2 (20 September 2021 - 26 September 2021)** Submit Timesheet Electronic

Placement: Bart Simpson Community Team - TEST (13/09/2021 - 03/10/2021)

Timesheet Status: **In Progress**

Practice Assessor (s): Ms Sally Sample (S)  
Practice Assessor Email: ssample13@outlook.com  
Practice Assessor Job Title: Ward Sister

Please note: If Practice Assessor has been added by a student, it has (S) behind its name.

Amend Provided Details of Practice Assessor

Unlink Practice Assessor from this timesheet

Total Worked Hours:	30.00
Total Absence Hours:	10.30
Total Made Up Hours:	0.00
Total Worked & Made Up Hours:	30.00

Add Another Practice Assessor

Attendance Records: Save Timesheet

## Recording Placement Absence

If you are absent from placement you need to record the absence in the following way:

From within the timesheet for the relevant week, go to the row representing the absence day and click **Edit**.

**Step One:** Enter the shift pattern you would have expected to do, had you not been absent, including the expected length of your break.

**Step Two:** Tick the **Absent** box. The example below shows that the student was due to be on a 13-hour shift, but had one hour break, equalling an absence of 12 hours. Then click the **Absence Reason** dropdown box and select the one you need.

If you have been absent the whole shift tick the **Absent (whole shift)** box.

Date	Shift Start	Shift End	Breaks	Worked Hours	Absent (Whole shift)	Absence Hours	Absence Reason	Practice Assessor	Day Supervisor
Mon 07/06/21	07.00	18.00	1.00	10.00		0.00		Mr Ken Skeletor (S)	Scarlett O'Hara
Tue 08/06/21	07.00	18.00	1.00	10.00		0.00		Mr Ken Skeletor (S)	Scarlett O'Hara
Wed 09/06/21	07.00	18.00	1.00	10.00		0.00		Mr Ken Skeletor (S)	Scarlett O'Hara
Thu 10/06/21	00.00	00.00	0.00	0.00		0.00		Mr Ken Skeletor (S)	-
Shift (07:00-20:00)   07:00   20:00   01:00   To be worked out   <input checked="" type="checkbox"/>   12:00   Please Select   Mr Ken Skeletor (S)									
Fri 11/06/21									
Sat 12/06/21	07.00	18.00	1.00	10.00		0.00		Mr Ken Skeletor (S)	Scarlett O'Hara
Sun 13/06/21	00.00	00.00	0.00	0.00		0.00		Mr Ken Skeletor (S)	-

**Step Three:** Scroll across and complete the rest of the entry as normal, including the PA name. Then click **SAVE**.

Shift Start	Shift End	Breaks	Worked Hours	Absent (Whole shift)	Absence Hours	Absence Reason	Practice Assessor	Day Supervisor	Night Duty	Day Off	Actions
07.00	18.00	1.00	10.00		0.00		Mr Ken Skeletor (S)	Scarlett O'Hara			Edit Reset
07.00	18.00	1.00	10.00		0.00		Mr Ken Skeletor (S)	Scarlett O'Hara			Edit Reset
07.00	18.00	1.00	10.00		0.00		Mr Ken Skeletor (S)	Scarlett O'Hara			Edit Reset
00.00	00.00	0.00	0.00		0.00		Mr Ken Skeletor (S)	-			Edit Reset
7:00	20:00	01:00	To be worked out	<input checked="" type="checkbox"/>	12:00	Compassi	Mr Ken Skeletor (S)		<input type="checkbox"/>		Save Cancel Edit Reset
07.00	18.00	1.00	10.00		0.00		Mr Ken Skeletor (S)	Scarlett O'Hara			Edit Reset
00.00	00.00	0.00	0.00		0.00		Mr Ken Skeletor (S)	-			Edit Reset

## SUBMITTING YOUR TIMESHEETS

Students are advised to submit their timesheets every week, rather than waiting. This reduces errors and makes it much easier for your Practice Assessor.

There are two ways to submit a timesheet.

## Method 1 – from the individual timesheet page.

The screen below is the top of the timesheet page for that specific week. You can enter and save your hours on a daily basis but you must not submit the timesheet until you have added the hours for the whole week - **DO NOT SUBMIT THE HOURS ON A DAILY BASIS.** (You must save the hours every day, but please don't submit them until you have entered everything for the week.) To submit, click the green button **Submit Timesheet Electronically**.

Back to timesheets

**Timesheet for week 2 (20 September 2021 - 26 September 2021)** **Submit Timesheet Electronically**

**Placement:** Bart Simpson Community Team - TEST (13/09/2021 - 03/10/2021)

**Timesheet Status:** **In Progress**

**Practice Assessor (s):** Ms Sally Sample (S)  
 Practice Assessor Email: ssample13@outlook.com  
 Practice Assessor Job Title: Ward Sister

Please note: If Practice Assessor has been added by a student, it has (S) behind its name.

[Amend Provided Details of Practice Assessor](#)

[Unlink Practice Assessor from this timesheet](#)

[Add Another Practice Assessor](#)

**Attendance Records:** [Save Timesheet](#)

Total Worked Hours:	30.00
Total Absence Hours:	10.30
Total Made Up Hours:	0.00
Total Worked & Made Up Hours:	30.00

## Method 2 – from the timesheet grid for that placement period.

Against the correct row for the timesheet that you wish to submit, click on **Submit Electronically** in the Actions column.

**Allocation Dates:**  
 13 September 2021 - 03 October 2021

<b>Total Placement Worked Hours:</b>	<b>Total Placement Absence Hours:</b>	<b>Total Placement Made Up Hours:</b>	<b>Total Worked and Made Up Hours:</b>
64.00	22.30	7.30	71.30

**Placement Timesheets:**

Timesheet Week No	Week Beginning	Week Ending	Worked Hours	Absence Hours	Made Up Hours	Total Worked & Made Up Hours	Practice Assessor Name	Status	Actions
Week no: 1	13/09/2021	19/09/2021	34.00	12.00	7.30	41.30	ms Test Assessor (S)	Approved (MO,TU,WE,TH,FR,SA,SU)	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Submit Electronically</a>
Week no: 2	20/09/2021	26/09/2021	30.00	10.30	0	30.00	Ms Sally Sample (S)	Submitted (MO,TU,WE,TH,FR,SA,SU)	<a href="#">View</a> <a href="#">Edit</a> Reason For Unlocking: <input type="text"/> <a href="#">Request Unlock</a>
Week no: 3	27/09/2021	03/10/2021	0	0	0	0	Unknown yet	In Progress (MO,TU,WE,TH,FR,SA,SU)	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Submit Electronically</a>

You will then see a warning notice giving you the option not to confirm submission OR cancel the submission. The timesheet will still be saved in your TMS, but won't be submitted for approval until you confirm you are happy to do so.



**IMPORTANT NOTICE:**

Once submitted, your timesheet will be sent to your mentor to approve or reject and cannot be changed unless rejected or unlocked. Are you sure you want to submit the timesheet electronically?

Yes, Submit it!
Cancel

In the example below, the student has submitted Week No. 2 for approval. The **Status** column changes to **Submitted** and lists the days of the week which have been submitted within the timesheet. This means that an email link has gone to your Practice Assessor for them to check and approve your timesheet.

**Bar Simpson Community Team - TEST**

Allocation Dates:  
13 September 2021 - 03 October 2021

Total Placement Worked Hours:	Total Placement Absence Hours:	Total Placement Made Up Hours:	Total Worked and Made Up Hours:
64.00	22.30	7.30	71.30

Placement Timesheets:

Timesheet Week No	Week Beginning	Week Ending	Worked Hours	Absence Hours	Made Up Hours	Total Worked & Made Up Hours	Practice Assessor Name	Status	Actions		
Week no: 1	13/09/2021	19/09/2021	34.00	12.00	7.30	41.30	ms Test Assessor (S)	Approved (MO,TU,WE,TH,FR,SA,SU)	View	Edit	Submit Electronically
Week no: 2	20/09/2021	26/09/2021	30.00	10.30	0	30.00	Ms Sally Sample (S)	Submitted (MO,TU,WE,TH,FR,SA,SU)	View	Edit	Reason For Unlocking: <input type="text"/> <input type="button" value="Request Unlock"/>
Week no: 3	27/09/2021	03/10/2021	0	0	0	0	Unknown yet	In Progress (MO,TU,WE,TH,FR,SA,SU)	View	Edit	Submit Electronically

### Unlocking a Submitted Timesheet

It is possible that students might submit a timesheet but realised they have made a mistake or missed something out. TMS has the function for students to **Request Unlock** so that it can be edited. This can only be achieved if the timesheet is yet to be approved by the Practice Assessor. You cannot amend it if the PA has already approved the hours. If you need to amend an approved timesheet, please contact [PLAST@worc.ac.uk](mailto:PLAST@worc.ac.uk). They will then release it for you – you will get an automated email, and can then make your amendment and RESUBMIT it for approval by your PA.

Students are allowed to request an unlock twice per timesheet, after this the request has to be approved by PLAST and the system will prompt you accordingly.

A practice assessor has one month in which to approve your timesheet, from the date you submitted it to them. After this, the electronic link expires. You will need to **Request Unlock** as above, and then resubmit the timesheet to the PA.

### Rejected Timesheets

Your Practice Assessor may decide not to accept one or more entries on your timesheet. If this is the case your TMS say **ACTION REQUIRED** in red, with the day(s) of the week requiring action. In the example below, 'TH' denotes that the PA has rejected the entry for the Thursday of that week.

13 September 2021 - 03 October 2021												
<u>Total Placement Worked Hours:</u>			<u>Total Placement Absence Hours:</u>			<u>Total Placement Made Up Hours:</u>			<u>Total Worked and Made Up Hours</u>			
64.00			22.30			7.30			71.30			
<u>Placement Timesheets:</u>												
Timesheet Week No	Week Beginning	Week Ending	Worked Hours	Absence Hours	Made Up Hours	Total Worked & MadeUp Hours	Practice Assessor Name	Status	Actions			
Week no: 1	13/09/2021	19/09/2021	34.00	12.00	7.30	41.30	ms Test Assessor (S)	Approved (MO,TU,WE,TH,FR,SA,SU)	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Submit Electronically</a>	
Week no: 2	20/09/2021	26/09/2021	30.00	10.30	0	30.00	Ms Sally Sample (S)	Approved (MO,TU,WE,FR,SA,SU)	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Submit Electronically</a>	
								Action Required (TH)		<a href="#">Edit</a>	<a href="#">Submit Electronically</a>	
Week no: 3	27/09/2021	03/10/2021	0	0	0	0	Unknown yet	In Progress (MO,TU,WE,TH,FR,SA,SU)	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Submit Electronically</a>	

### Amending a Rejected Timesheet Entry

Click on EDIT in the row which corresponds to the **Action Required** timesheet.

13 September 2021 - 03 October 2021												
<u>Total Placement Worked Hours:</u>			<u>Total Placement Absence Hours:</u>			<u>Total Placement Made Up Hours:</u>			<u>Total Worked and Made Up Hours</u>			
64.00			22.30			7.30			71.30			
<u>Placement Timesheets:</u>												
Timesheet Week No	Week Beginning	Week Ending	Worked Hours	Absence Hours	Made Up Hours	Total Worked & MadeUp Hours	Practice Assessor Name	Status	Actions			
Week no: 1	13/09/2021	19/09/2021	34.00	12.00	7.30	41.30	ms Test Assessor (S)	Approved (MO,TU,WE,TH,FR,SA,SU)	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Submit Electronically</a>	
Week no: 2	20/09/2021	26/09/2021	30.00	10.30	0	30.00	Ms Sally Sample (S)	Approved (MO,TU,WE,FR,SA,SU)	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Submit Electronically</a>	
								Action Required (TH)		<a href="#">Edit</a>	<a href="#">Submit Electronically</a>	
Week no: 3	27/09/2021	03/10/2021	0	0	0	0	Unknown yet	In Progress (MO,TU,WE,TH,FR,SA,SU)	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Submit Electronically</a>	

Scroll down and you will see the required action(s) listed in purple.

Organisation Information Placement Information Learning Opportunities Pre-Placement Study Contacts Timesheets (TMS)

the electronic timesheet.

**Click here to expand MULTIPLE DAY(S) QUICK FILL**

List of Actions Required By Practice Assessor:

Action required on 03/11/2021: Mickey you finished shift early on Thursday, please change your finish time to 06:00 Not Completed Yet !

The EDIT function will appear against the relevant shift. Click on this and amend the information. Scroll along and click **SAVE**.

Start	Shift End	Breaks	Worked Hours	Absent (Whole shift)	Absence Hours	Absence Reason	Practice Assessor	Day Supervisor	Night Duty	Day Off	Actions
.00	18.00	0.30	10.30		0.00		Ms Sally Sample (S)	Sally Sample			Approved
.00	00.00	0.00	0.00		0.00		Ms Sally Sample (S)	-		✓	Approved
.00	18.00	0.30	0.00	✓	10.30	Sickness Absence - Practice	Ms Sally Sample (S)	Sally Sample			Approved
0	06:00	1:00	To be worked out	<input type="checkbox"/>	0:00	Please Se	Ms Sally Sample (S)	Sally Sa	<input checked="" type="checkbox"/>	-	Save Reset
.00	00.00	0.00	0.00		0.00		Ms Sally Sample (S)	-		✓	Approved

Now scroll up to the top of the screen and click **SAVE TIMESHEET**.

Information about Bart Simpson Community Team - TEST (13/09/2021 - 03/10/2021)

Organisation Information Placement Information Learning Opportunities Pre-Placement Study Contacts Timesheets (TMS)

**Timesheet for week 2 (20 September 2021 - 26 September 2021)**

Placement: Bart Simpson Community Team - TEST (13/09/2021 - 03/10/2021)

Timesheet Status: **Action Required**

Practice Assessor (s): Ms Sally Sample (S)  
 Practice Assessor Email: ssample13@outlook.com  
 Practice Assessor Job Title: Ward Sister

Please note: If Practice Assessor has been added by a student, it has (S) behind its name.

Total Worked Hours:	29.00
Total Absence Hours:	10.30
Total Made Up Hours:	0.00
Total Worked & Made Up Hours:	29.00

Add Another Practice Assessor

Attendance Records: **Save Timesheet**

Please record hours you have completed on your placement. If sickness or absences are recorded please provide the shift hours you were allocated. If you were absent for the whole shift please tick this 'Absent' option. If you were absent for only part of your shift, please add the number of absent hours (absence hours will be calculated based on selected shift hours). **IMPORTANT: If you have attended spoke days you MUST SCROLL TO THE COMMENTS BOX AND ENTER THE NAME OF THE SPOKE PLACEMENT AND THE DATES ATTENDED.** You do not need to add the hours as you must record these in the corresponding date within the electronic timesheet.

Now Click ***SUBMIT ELECTRONICALLY*** for the week in question. Take care not to submit the wrong week.

Information about Bart Simpson Community Team - TEST (13/09/2021 - 03/10/2021)

Organisation Information	Placement Information	Learning Opportunities	Pre-Placement Study	Contacts	<b>Timesheets (TMS)</b>
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**13 September 2021 - 03 October 2021**

**Total Placement Worked Hours:** 63.00      **Total Placement Absence Hours:** 22.30      **Total Placement Made Up Hours:** 7.30      **Total Worked and Made Up Hours:** 70.30

**Placement Timesheets:**

Timesheet Week No	Week Beginning	Week Ending	Worked Hours	Absence Hours	Made Up Hours	Total Worked & MadeUp Hours	Practice Assessor Name	Status	Actions		
Week no: 1	13/09/2021	19/09/2021	34.00	12.00	7.30	41.30	ms Test Assessor (S)	Approved (MO,TU,WE,TH,FR,SA,SU)	View	Edit	Submit Electronically
Week no: 2	20/09/2021	26/09/2021	29.00	10.30	0	29.00	Ms Sally Sample (S)	Approved (MO,TU,WE,FR,SA,SU)	View	Edit	Submit Electronically
								Action Required (TH)	Edit	Submit Electronically	
Week no: 3	27/09/2021	03/10/2021	0	0	0	0	Unknown yet	In Progress (MO,TU,WE,TH,FR,SA,SU)	View	Edit	Submit Electronically

Your Practice Assessor will now be sent the revised timesheet for approval.

Once approved, the status on your main page will change to **Approved**.

Information about Bart Simpson Community Team - TEST (13/09/2021 - 03/10/2021)

Organisation Information	Placement Information	Learning Opportunities	Pre-Placement Study	Contacts	<b>Timesheets (TMS)</b>
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**13 September 2021 - 03 October 2021**

**Total Placement Worked Hours:** 63.00      **Total Placement Absence Hours:** 22.30      **Total Placement Made Up Hours:** 7.30      **Total Worked and Made Up Hours:** 70.30

**Placement Timesheets:**

Timesheet Week No	Week Beginning	Week Ending	Worked Hours	Absence Hours	Made Up Hours	Total Worked & MadeUp Hours	Practice Assessor Name	Status	Actions		
Week no: 1	13/09/2021	19/09/2021	34.00	12.00	7.30	41.30	ms Test Assessor (S)	Approved (MO,TU,WE,TH,FR,SA,SU)	View	Edit	Submit Electronically
Week no: 2	20/09/2021	26/09/2021	29.00	10.30	0	29.00	Ms Sally Sample (S)	Approved (MO,TU,WE,TH,FR,SA,SU)	View	Edit	Submit Electronically
Week no: 3	27/09/2021	03/10/2021	0	0	0	0	Unknown yet	In Progress (MO,TU,WE,TH,FR,SA,SU)	View	Edit	Submit Electronically

## WHERE TO GET HELP

Please contact [archelp-plast@worc.ac.uk](mailto:archelp-plast@worc.ac.uk) if you need help or advice with your timesheets.