

# Electronic Timesheet System Mentor User Guide

**Date Written** 04 Sept 2017

**Date Updated**

2019-01-28

**Please only approve hours for the student's time at your placement area.**

**Please also check, where applicable, that the student has recorded breaks that do not count as practice hours, e.g. lunch breaks and any absence with an absence reason.**

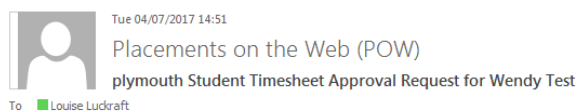
**Shifts, breaks and worked hours are recorded in hours and minutes so 7.3 represents 7 hours and 30 minutes, i.e. 7½ hours.**

Students will complete weekly timesheets for their placement hours. See guidance notes below for the Mentor's involvement: approving or rejecting the timesheet information. There is also a section for guidance if the student submits [Made Up Time](#).



## Now Do This ...

1. Once a student has submitted a timesheet you will receive an automated email which will look similar to the one below:



2. As mentioned in the email, please do not use the reply functionality but contact [poppi@plymouth.ac.uk](mailto:poppi@plymouth.ac.uk) for further assistance.
3. When you click on the token link this will take you to a web page displaying the student's weekly timesheet.

**Worked hours will be calculated as shift hours less breaks less absence hours.**

**Dear mentor**

Please review placement hours recorded by Pow Test Student.

To approve the timesheet please click on the 'Approve Timesheet' button.

If recorded hours are incorrect, please use the last column 'Day Attendance Approved' and tick each correct daily line, write a comment to the student and reject the timesheet by clicking the 'Reject Timesheet' button. The student will amend the timesheet and resubmit it to you.

**Timesheet for week 04 December 2017 - 10 December 2017**

**Student:** Pow Test Student  
**Placement:** PEP TEST COMMUNITY (30/10/2017 - 17/02/2019)  
**Total Worked Hours:** 25.00  
**Total Absence Hours:** 10.00  
**Total Made Up Hours:** 0.00

**Attendance Records:**

Date	Shift Start	Shift End	Breaks	Worked Hours	Absent	Absence Hours	Absence Reason	Day Supervisor	Day Off	Day Attendance Approved
Mon 04/12/17	00.00	00.00	0.00	0.00		0.00				<input type="checkbox"/>
Tue 05/12/17	07.00	15.00	1.00	5.00		2.00	Uncertified Sickness	Kerra		<input type="checkbox"/>
Wed 06/12/17	07.00	15.00	0.00	0.00	✓	8.00	Uncertified Sickness	Louise Luckraft(S)		<input type="checkbox"/>
Thu 07/12/17	07.00	20.00	1.00	12.00		0.00		Louise Luckraft(S)		<input type="checkbox"/>
Fri 08/12/17	14.30	22.30	0.00	8.00		0.00		Louise Luckraft(S)		<input type="checkbox"/>
Sat 09/12/17	00.00	00.00	0.00	0.00		0.00			✓	<input type="checkbox"/>
Sun 10/12/17	00.00	00.00	0.00	0.00		0.00			✓	<input type="checkbox"/>

4. Please review the shift times, worked hours, breaks and any absence details. If all the data submitted for the week is correct click on the **Approve Timesheet** button. **This button approves the entire timesheet.**

If the submitted timesheet is correct, please select Approve Timesheet.

Approve Timesheet

5. If you need to reject the timesheet you can either reject the entire week or just part of the week. If part of the week is correct, tick the **Day Attendance Approved** check box for any correct days and leave the tick box blank for the incorrect days. For example:

**Attendance Records:**

	Date	Shift Start	Shift End	Breaks	Worked Hours	Absent	Absence Hours	Absence Reason	Day Supervisor	Day Off	Day Attendance Approved
	Mon	04/12/17	00.00	00.00	0.00	0.00					<input checked="" type="checkbox"/>
	Tue	05/12/17	07.00	15.00	1.00	5.00		Uncertified Sickness	Kerra		<input type="checkbox"/>
	Wed	06/12/17	07.00	15.00	0.00	0.00	<input checked="" type="checkbox"/>	Uncertified Sickness	Louise Luckraft(S)		<input checked="" type="checkbox"/>
	Thu	07/12/17	07.00	20.00	1.00	12.00			Louise Luckraft(S)		<input type="checkbox"/>
	Fri	08/12/17	14.30	22.30	0.00	8.00			Louise Luckraft(S)		<input checked="" type="checkbox"/>
	Sat	09/12/17	00.00	00.00	0.00	0.00				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Sun	10/12/17	00.00	00.00	0.00	0.00				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

6. In the lower section, please add a comment as to why each daily record has been rejected. For example:

If you would like to reject the timesheet, please type your comment for the student here:

Tues 5th Dec Absence was 1 hour 30 minutes  
Thurs 7th Dec shift start should be 08:00

If only partially correct, select the correct dates using the column 'Day Attendance Approved'. Add a comment to explain to your student why you are rejecting these dates and then select Reject Timesheet.

If the entire submitted timesheet week is incorrect, type your comment and select Reject Timesheet.

[Reject Timesheet](#)

7. Next click on the **Reject Timesheet** button.

8. You will receive a message similar to the one below:

**Dear Mentor**

**Thank you very much for reviewing the timesheet/made up times of Pow Test Student.**

HSC Placements Support Team

9. The student receives an auto email if the status of a timesheet changes.

10. If a timesheet is rejected the student will see that the status of the timesheet has changed to "Action Required" and the comment you entered will be visible. The student should amend the timesheet and resubmit it.

11. Once the student has resubmitted the timesheet you will receive an email with another token link, similar to the one shown in step 1. Click on the link and follow the above process to either approve or reject the timesheet. If the student has made the correct amendments this would simply mean clicking on the Approve Timesheet button.

**Attendance Records:**

	Date	Shift Start	Shift End	Breaks	Worked Hours	Absent	Absence Hours	Absence Reason	Day Supervisor	Day Off	Day Attendance Approved
	Mon	04/12/17	00.00	00.00	0.00	0.00					Approved
	Tue	05/12/17	07.00	15.00	1.00	5.30	1.30	Uncertified Sickness	Kerra		<input type="checkbox"/>
	Wed	06/12/17	07.00	15.00	0.00	0.00	✓	8.00	Uncertified Sickness	Louise Luckraft(S)	Approved
	Thu	07/12/17	08.00	20.00	1.00	11.00		0.00	Louise Luckraft(S)		<input type="checkbox"/>
	Fri	08/12/17	14.30	22.30	0.00	8.00		0.00	Louise Luckraft(S)		Approved
	Sat	09/12/17	00.00	00.00	0.00	0.00		0.00		✓	Approved
	Sun	10/12/17	00.00	00.00	0.00	0.00		0.00		✓	Approved

12. The token/email is valid for either 20 days after the end of the placement or 20 days after submission, depending on which date is later. If a token/email has expired then when clicking the link you will receive the following message:

**Dear Mentor**

Unfortunately, this timesheet cannot be assessed because the token for it either expired or was deactivated (please note: students are allowed to cancel submission if they need to make a change to the timesheet).

If you have any queries please contact us on: [poppi@plymouth.ac.uk](mailto:poppi@plymouth.ac.uk).

Placement Systems Compliance team  
University of Plymouth

You will also receive this message if the student has cancelled the timesheet. If a timesheet has not been approved or rejected, the student can request to amend it and re-submit it. You will receive another email after the re-submission.

13. If you click on a token link for a timesheet that has been dealt with you will receive the following message:

**Dear Mentor**

**The timesheet has been already reviewed.**

If you have any queries please contact us on: [poppi@plymouth.ac.uk](mailto:poppi@plymouth.ac.uk).

Placement Systems Compliance team  
University of Plymouth

14. You will receive an auto email every 14 days listing any outstanding timesheets and the email will contain information for all outstanding tokens for all the students that you are mentoring.

## Made Up Time

Sometimes the students work outside of the normal allocation block and therefore there will not be a timesheet available for this. The student should seek agreement from their Personal Tutor and the placement host before working any additional hours. In these instances the student records the hours via Made Up Time and you will receive an email in a similar way to the timesheet.



### Now Do This ...

1. Once a student has submitted Made Up Time you will receive an automated email which will look similar to the one below:

Dear Mentor

Please click on the link below to view the made up time(s) submitted by Wendy Test:

<https://arc.plymouth.ac.uk/TMS/Account/MentorTokenAccess?token=83263201819>

This link expires on 15/04/2018

If you have any problems opening this link, please copy the link and paste into the web browser.

If you have any suggestions during this pilot phase of the TMS project please contact us at [poppi@plymouth.ac.uk](mailto:poppi@plymouth.ac.uk)

Many thanks  
Placement Systems Compliance Team  
Faculty of Health & Human Sciences  
Plymouth University

This email has been generated automatically by TMS. Please do not reply to this email.

2. As mentioned in the email, please do not use the reply functionality but contact [poppi@plymouth.ac.uk](mailto:poppi@plymouth.ac.uk) for further assistance.

3. When you click on the token link in the email, this will take you to a web page displaying the student's made up time record/s with an explanation note at the top. The following example shows two days.

If a student works outside of the normal allocation block, there will be no timesheet available for this. In these instances the student records the hours via Made Up Time which requires approval in a similar way to a timesheet. The student should seek agreement from their Personal Tutor and the placement area before working any additional hours in this way.

## Dear mentor

Please review made up hours recorded by Test Student, Pow.

To do this please click 'Approve' if correct and 'Reject' if incorrect. If rejecting please type your comment in the box before clicking 'Submit'.

### MADE UP TIME records

Date	Placement	Shift Start	Shift End	Breaks	Made Up hours	Your Action	
09/10/17	PEP TEST UNIT	08.00	20.00	1.00	11.00	APPROVE ○	REJECT ○
10/10/17	PEP TEST UNIT	09.00	17.00	1.00	7.00	APPROVE ○	REJECT ○

If you would like to reject any Made Up Time(s), please type your comment for the student here:

Submit

4. If the record is correct, click on **Approve** or **Reject** if it is incorrect. For any day/hours that are being rejected type a reason why in the text box at the bottom.

## Dear mentor

Please review made up hours recorded by Test Student, Pow.

To do this please click 'Approve' if correct and 'Reject' if incorrect. If rejecting please type your comment in the box before clicking 'Submit'.

### MADE UP TIME records

Date	Placement	Shift Start	Shift End	Breaks	Made Up hours	Your Action	
09/10/17	PEP TEST UNIT	08.00	20.00	1.00	11.00	APPROVE ○	REJECT ○
10/10/17	PEP TEST UNIT	09.00	17.00	1.00	7.00	APPROVE ○	REJECT ○

If you would like to reject any Made Up Time(s), please type your comment for the student here:

Submit

5. Click on the **Submit** button.

Submit

6. The following message will be displayed.

**Dear Mentor**

Thank you very much for reviewing the timesheet/made up times of Test Student, Pow.

HSC Placements Support Team

7. Close the window.

8. If you click on the email link and the record has already been approved/rejected you will see the following message:

**Dear Mentor**

The timesheet has been already reviewed.

If you have any queries please contact us on: [poppi@plymouth.ac.uk](mailto:poppi@plymouth.ac.uk).

Placement Systems Compliance team  
University of Plymouth

9. Once the student has amended and submitted the record, you will receive an email with a new token link. Click on the link to launch the made up time page.

**Dear mentor**

Please review made up hours recorded by Test Student, Pow.

To do this please click 'Approve' if correct and 'Reject' if incorrect. If rejecting please type your comment in the box before clicking 'Submit'.

**MADE UP TIME records**

Date	Placement	Shift Start	Shift End	Breaks	Made Up hours	Your Action	
10/10/17	PEP TEST UNIT	09.00	17.30	1.00	7.30	<b>APPROVE</b>	<b>REJECT</b>

If you would like to reject any Made Up Time(s), please type your comment for the student here:

**Submit**

10. **Approve** (or reject with a comment) the record and click on **Submit**. You will receive a message confirming the review of the made up time record. Close the page.

For any help and support, please contact: [poppi@plymouth.ac.uk](mailto:poppi@plymouth.ac.uk)

