

## Faculty of Health

### Timesheet Management System Completion and Submission Policy

The completion of timesheets is an essential activity to record practice hours in preparation for professional registration. It is the responsibility of every student to complete their Timesheet Management System accurately, efficiently and honestly, and to submit their electronic timesheet in a timely manner. Falling behind on hours can have serious consequences for progression (and ultimately for eligibility for professional registration), however, being aware of potential issues early means we are able to support students to make up hours where required.

#### What to complete?

All timesheets need to include an accurate record of:

- Placement venue and location (where appropriate)
- Placement hours completed
- Reasons for absence
- Record of breaks

The timesheet system is set up for weekly completion and submission of your timesheets during your placement block. If weekly submission is not achievable, then, no more than 4 weeks outstanding timesheets will be allowed. Following completion of the placement block, there should be no more than one week outstanding.

#### 1. How to complete your [Timesheet Management System](#)

Please watch the short video on how to complete your timesheet on [POPPI](#)

#### 2. Who needs to verify the electronic timesheet?

All electronic timesheets MUST be countersigned by the named professional responsible for your practice. Specific details of who this is for each programme are included below

- Dietetics: Clinical Educator
- Occupational Therapy: Placement Educator
- Optometry: Supervisor
- Paramedicine: Named Paramedic Mentor
- Physiotherapy: Placement Educator
- Podiatry: Clinical Educator
- Social Work: Practice Learning Supervisor
- Nursing and Midwifery: Practice Supervisor

If there are any issues with obtaining the correct signature for a timesheet it is **ESSENTIAL** that you flag this with your programme team.

### **3. Where to submit?**

All electronic timesheets MUST be fully completed and electronically submitted to your clinical supervisor for verification via their NHS (or equivalent SWAST) email. Once your educator has verified your hours, they should accept or reject the timesheet. Once accepted the hours will be implemented to ARC and will be displayed on your POPPI account in due course. If the electronic timesheet is rejected, then you will receive notification. Please make sure you respond to this in a timely fashion, do not wait to be reminded.

For **Dietetics, Occupational Therapy, Physiotherapy and Podiatry** all **electronic timesheets** must be submitted weekly and NO LATER THAN the placement documentation submission deadline for EACH placement.

**PLEASE NOTE** - We strongly advise you to keep a copy of your submitted timesheet for verification purposes, and keep a copy in your portfolio.

### **4. Late Submissions**

All non-submissions will be followed up routinely by the programme team. Students who are more than one month of outstanding electronic timesheets in arrears may be removed from placement and referred under the fitness to practise procedures.

[https://www.plymouth.ac.uk/uploads/production/document/path/2/2057/Fitness\\_to\\_Practise\\_Procedure\\_for\\_Students.pdf](https://www.plymouth.ac.uk/uploads/production/document/path/2/2057/Fitness_to_Practise_Procedure_for_Students.pdf)

### **5. Irregularities in submissions**

All submissions will be checked and verified for accuracy and completeness, and electronic timesheets will be subject to random audits to verify signatures and submission details. Any irregularities in completion of your electronic timesheet may lead to disciplinary procedures being invoked.