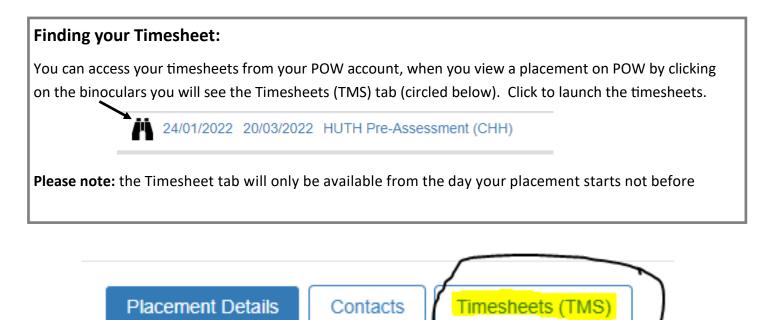
♥♥★★ UNIVERSITY | FACULTY OF OF HULL | HEALTH SCIENCES

TMS

Timesheet Management System User Guide for Students

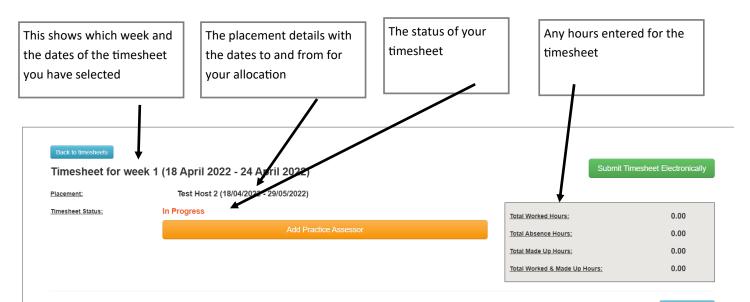




Here you can see the week of the timesheet, hours worked any absence hours, the name of the person to sign off the timesheet, the status of your timesheet and some actions that you can complete for that timesheet.

					My Plac	ement Timesh	eets			Expand All Timesheel
y Placement:										
est Host 2										
Ilocation Dates:										
8 April 2022 - 29										
Total Plac	ement Worked Hou	irs:		Total Placement	Absence Hours:	Total F	lacement Made Up Hours		Total Worked	and Made Up Hours:
	0			0			0			0
lacement Timesheet	<u>s:</u>									
		Week Ending	Worked Hours	Absence Hours	Made Up Hours	Total Worked & MadeUp Hours	Practice Assessor Name	s Status		Actions
		Week Ending 24/04/2022	Worked Hours	Absence Hours	Made Up Hours	Total Worked & MadeUp Hours	Practice Assessor Name Unknown yet	Status	View Edit	
Timesheet Week No	Week Beginning	_						In Progress) View dit	
Timesheet Week No Week no: 1	Week Beginning 18/04/2022	24/04/2022	0	0	0	0	Unknown yet	In Progress (MO,TU,WE,TH,FR,SA,SU In Progress) View Edit	t Submit Electronically
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Week no: 2 Week no: 3	Week Beginning 18/04/2022 25/04/2022 02/05/2022	24/04/2022 01/05/2022 08/05/2022	0	0	0	0	Unknown yet Unknown yet Unknown yet	In Progress (MO,TU,WE,TH,FR,SA,SU In Progress (MO,TU,WE,TH,FR,SA,SU In Progress (MO,TU,WE,TH,FR,SA,SU In Progress (MO,TU,WE,TH,FR,SA,SU)) View Edit	Submit Electronically Submit Electronically Submit Electronically Submit Electronically

This will list all the weeks that are included in your placement, you will need to click on **Edit** against the week that you are entering hours for



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).

Click here to expand MULTIPLE DAY(S) QUICK FILL

	Date	Time IN	Time OUT	Breaks	Worked Hours	Absent Entire Shift	Absence Hours	Absence Reason	Practice Supervisor	Day Off	A	ctions
Mon	18/04/22	00.00	00.00	0.00	0.00		0.00		Unknown yet		Edit	Reset
Tue	19/04/22	00.00	00.00	0.00	0.00		0.00		Unknown yet		Edit	Reset
Wed	20/04/22	00.00	00.00	0.00	0.00		0.00		Unknown yet		Edit	Reset
Thu	21/04/22	00.00	00.00	0.00	0.00		0.00		Unknown yet		Edit	Reset
Eri	22/04/22	00.00	00.00	0.00	0.00		0.00		Unknown yet		Edit	Reset
■ Sat	23/04/22	00.00	00.00	0.00	0.00		0.00		Unknown yet		Edit	Reset
The sum	24/04/22	00.00	00.00	0.00	0.00		0.00		Unknown yet		Edit	Reset

Click here to expand the block for Adding MADE UP TIME

		No made	up time records		
New Comment:					Add Comment
ack to homepage					
ng a Practice	Assessor Details: Y	ou will need to assig	gn a Practice Ass	sessor to your timeshe	et, this will be
•		whilst on placement			
	in verny your nours	whilst on placement			
Back to timesheets					
Time a cheat fam.	eek 1 (13 December 202	1 - 19 December 2021)	/	Submit Tim	nesheet Electronically
Timesneet for w	teek i (io beseinder 202				
Placement:	Test Host 1 (13/12/202	21 - 16/01/2022)			
	,	21 - 16/01/2022)		Total Worked Hours:	0.00
Placement:	Test Host 1 (13/12/202	21 - 16/01/2022) Add Practice Assessor		Total Worked Hours: Total Absence Hours:	0.00
Placement:	Test Host 1 (13/12/202		ļ		
Placement:	Test Host 1 (13/12/202		ļ	Total Absence Hours:	0.00
Placement:	Test Host 1 (13/12/202			Total Absence Hours: Total Made Up Hours:	0.00
Placement:	Test Host 1 (13/12/202			Total Absence Hours: Total Made Up Hours:	0.00

-	assessors assigned to your work are you will need to add them by selec	ea they will appear on the drop down list for you to choose f cting NEW	rom, if t
Add/Ch	ange Practice Assessor MODE		Cancel
	select a Practice Assessor from the select NEW and add your Practice As	dropdown list. If your Practice Assessor is not in the dropdov ssessor to the system.	wn list,
Unkno	wn yet	~	
Unknor Andrea	wn yet a Randerson (S) - A.Randerson@hull.a	ac.uk	
		Add Practice Assessor	
the author	risers email address in the text box a	and click Find Practice Assessor	
Add/Ch	nange Practice Assessor MODE		Cancel
	select a Practice Assessor from the select NEW and add your Practice /	e dropdown list. If your Practice Assessor is not in the dropd Assessor to the system.	lown list
NEW		~	
Practice	enter your Practice Assessor email ad e Assessor. e Assessor Email:	ddress, and then click the 'Find' button to search the TMS databas	se of
	Practice Assessor	test@hull.ac.uk	
ce Assesso		ise, the following window will appear, complete all the fields	and clic
	Practice Assessor Email:	Ann.other@nhs.net Change Email	
		nail address has been found in the database. Please fill all the details 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	5)	
	(phone number must be a min of 11 characters	* Mandatory fields	

		he following Practice Assessor with the same
dress has been found	d in the database". If this is correct c	lick on the Use This Practice Assessor butto
Practice Assessor Emai	t: TMS@hull.ac.uk	
The following	Change Email Practice Assessor with the same email ac	dress has been found in the database
Practice Assessor Title:	Fractice Assessor with the same eman at	dress has been found in the database.
Practice Assessor Forer	name: TMS	
Practice Assessor Surna	ame: Test	
Practice Assessor Phon (phone number must be	e Number: 01482 123456 a min of 11 characters)	
Job Title:	Assessor	
		Use This Practice Assessor
kly timesheet page s	hould now look like the screenshot l	elow
Timesheet for we	ek 1 (13 December 2021 - 19 De	cember 2021)
Placement:	Test Host 1 (13/12/2021 - 16/01/20	22)
Timesheet Status:	In Progress	
Practice Assessor (s):	Mr TMS Test (S) Practice Assessor Email: TMS@hull.ac.uk	Please note: If Practice Assessor has been added by a student, it has (S) behind its name.
	Practice Assessor Job Title: Assessor	Amend Provided Details of Practice Assessor
	Unlink Practice Assessor from this timesheet	
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Adding multiple assessors: If your programme allows for more than one assessor to sign off timesheets because you may be in different areas within the week. Add the first assessor as normal, you will then have the option to add another assessor

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Tue	26/04/22	07.00	15.00	0.30	7.30	0.00	Mrs Michelle Clifford (S)	Mrs Michelle Clifford (S)	Edit	Reset
Wed	27/04/22	07.00	15.00	0.30	7.30	0.00	Mrs Michelle Clifford (S)	Mrs Michelle Clifford (S)	Edit	Reset
Thu	28/04/22	07.00	15.00	0.30	7.30	0.00	Mrs Michelle Clifford (S)	Mrs Michelle Clifford (S)	Edit	Reset
Fri	29/04/22	00.00	00.00	0.00	0.00	0.00	Mrs Michelle Clifford (S)	Michelle Clifford	Edit	Reset
■ Sat	30/04/22	00.00	00.00	0.00	0.00	0.00	Mrs Michelle Clifford (S)	Michelle Clifford	Edit	Reset
sun	01/05/22	00.00	00.00	0.00	0.00	0.00	Mrs Michelle Clifford (S)	Michelle Clifford	Edit	Reset

	Date	Time IN	Time OUT	Breaks	Worked Hours	Absent Entire Shift	Absence Hours	Absence Reason	Practice Assessor	Practice Supervisor	Day Off	Actions	
Please	Select v	07:00 ©	15:00 0	0:30 ©	To be worked out		0:00	Please Select 🗸	Mrs Michelle Clifford (S) V Please select Mrs Michelle Clifford (S)			Save Cancel	Reset
Tue	26/04/22	07.00	15.00	0.30	7.30		0.00		Mr TMS Test (S)	Mrs Michelle Clifford (S)		Edit	Reset

When you submit your timesheet this will send only the days that the assessor is assigned to for them to approve.

Recording hours, breaks and Absences:

Please record only hours relating to your placement area and not any University activity such as theory or clinical skills. You will need to record any breaks that are not counted as practice hours, e.g lunch breaks

If you need to record a day off (a non working day rather than absence), please use the day off option in the shift selection.

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

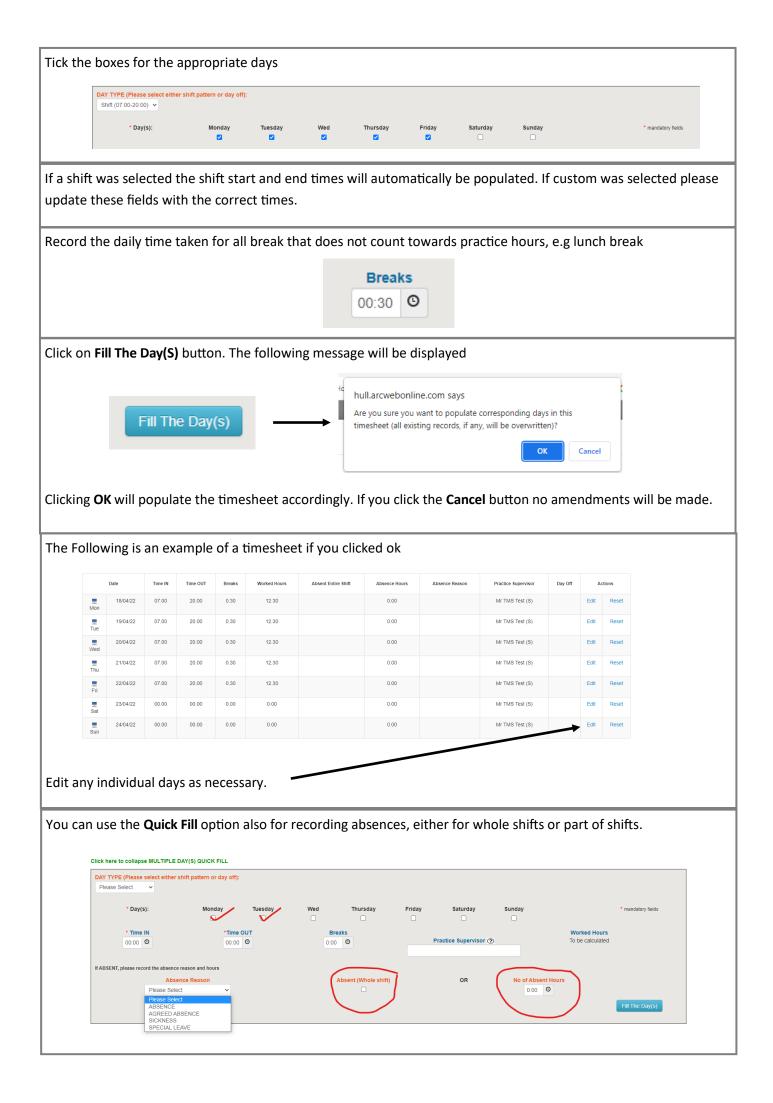
Caution

For absence always record the allocated shift hours (even though not worked) and then record the absence details.

Multiple Day(s) Quick Fill :

It is possible to record hours in a weekly grid. This will record the same hours/details for every day selected. This might be useful to use when you work the same shift each day you work or alternatively if you can record the majority of the days the same and then edit an individual day or days.

ck on the Edit link									
	in the rov	v for the	e approp	oriate we	ek				
Timesheet Week No Week Begin						Practice Assessor Name	Status		Actions
Week no: 1 18/04/20	22 24/04/2022	0	0	0	0	Mr TMS Test (S)	In Progress (MO,TU,WE,TH,FR,SA,		Submit Electronic
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Made up Time: The made up time tab should be used for additional hours worked where there is no timesheet available because the time is being worked outside of the normal allocation block. Where there is a timesheet available please record the hours within that as part of your shifts for that week.

Any Made up time should only be undertaken with prior authorisation of the University and placement partners

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ľ.	Date From 18/04/2022	Date To 29/05/2022	Placement Test Host 2	Experience AD - CRITICAL CARE	Day Description	Days 30	Allocated Hours	Worked Hours	Shift Pattern				



in all the sections and click Save Made Up Time							
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Comment:							
	Save Made Up Time)	Cancel				

The following section Caseloading is for Midwifery Students only

Caseloading: Midwifery students are allocated a patient who they will follow throughout their studies, this may require you to attend outside of placement allocations. This will be recorded as Caseloading.

			My Caseload Records	
Record Caseload	Total Caseload Hours:	0.00		Add Caseload
Record Made Up Time			No caseload records yet.	

Fill in all the relevant sections and Click save Caseload

		1				NEW CASELOAD	RECORD					
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Email Notifications: Whenever an action is taken e.g submitting a timesheet you will receive an email notification advising you of the actions taken or needed, below are some examples

TEST to:

Hi Test 1,

Our records show that you have not submitted your timesheets to your practice supervisor / assessor:

test Host 3 (week commencing 2021-09-13)

Your timesheet should be completed and submitted for approval, failure to do so could affect your programme progression.

Please submit your timesheet.

Kind regards

Sent on behalf of Placement Team University of Hull

This email has been generated automatically by TMS. Please do not reply to this email. Please do not hesitate to get in touch with us on

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Hi Test,

Your timesheet for week between 06/09/2021 and 12/09/2021 at test Host 3 has been APPROVED.

Kind regards

Sent on behalf of Placement Team University of Hull

This email has been generated automatically by TMS. Please do not reply to this email. Please do not hesitate to get in touch with us on

TEST to:

Hi Test 1,

Your timesheet for week between 23/05/2022 and 29/05/2022 at Test Host 2 has an ACTION REQUIRED. Please.

Kind regards

Sent on behalf of Placement Team University of Hull

This email has been generated automatically by TMS. Please do not reply to this email. Please do not hesitate to get in touch with us on

if you have any a	actions	required	this wil	be show	n next to	your timeshee	et, click on Edit	to review the a	actions	to be taken
Week no: 2 2	25/04/2022	01/05/2022	37.30	0	0	37.30	Mr TMS Test (S)	Action Required (MO,TU,WE,TH,FR,SA,SU)	View Edit	Submit Electronically

When you have finished updating your timesheet click Log Out

Dear Student
Thank you for using TMS. To access TMS again, please use the link in POW.
If you are having trouble accessing TMS, please try the following: - Restart your web browser and then try again - If it's still not working, try a different web browser - Check if you do not have already a window/tab with TMS open
If you have any queries please contact us on: <u>TMS@hull.ac.uk</u>
Placements Support Team

For help and support please contact

TMS@hull.ac.uk

or go to the placement website

https://www.hull.ac.uk/faculties/fhs/shsw/placement-team