UNIVERSITY OF HULL | FACULTY OF HEALTH SCIENCES

TMS

Timesheet Management System
User Guide for Students

Finding your Timesheet:

You can access your timesheets from your POW account, when you view a placement on POW by clicking on the binoculars you will see the Timesheets (TMS) tab (circled below). Click to launch the timesheets.

🔭 24/01/2022 20/03/2022 HUTH Pre-Assessment (CHH)

Please note: the Timesheet tab will only be available from the day your placement starts not before

Placement Details   Contacts   Timesheets (TMS)

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 time-sheet.

Placement Details | Contacts | Timesheets (TMS)

My Placement Timesheets

Expand All Timesheets

My Placement:
Test Host 2

Allocation Dates:
18 April 2022 - 29 May 2022

Total Placement Worked Hours:	Total Placement Absence Hours:	Total Placement Made Up Hours:	Total Worked and Made Up Hours:
0	0	0	0

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	18/04/2022	24/04/2022	0	0	0	0	Unknown yet	In Progress (MO,TU,WE,TH,FR,SA,SU)	View Edit	Submit Electronically
Week no: 2	25/04/2022	01/05/2022	0	0	0	0	Unknown yet	In Progress (MO,TU,WE,TH,FR,SA,SU)	View Edit	Submit Electronically
Week no: 3	02/05/2022	08/05/2022	0	0	0	0	Unknown yet	In Progress (MO,TU,WE,TH,FR,SA,SU)	View Edit	Submit Electronically
Week no: 4	09/05/2022	15/05/2022	0	0	0	0	Unknown yet	In Progress (MO,TU,WE,TH,FR,SA,SU)	View Edit	Submit Electronically
Week no: 5	16/05/2022	22/05/2022	0	0	0	0	Unknown yet	In Progress (MO,TU,WE,TH,FR,SA,SU)	View Edit	Submit Electronically
Week no: 6	23/05/2022	29/05/2022	37.30	0	0	37.30	Mrs Michelle Clifford (S)	Action Required (MO,TU,WE,TH,FR,SA,SU)	View Edit	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

Back to timesheets

Timesheet for week 1 (18 April 2022 - 24 April 2022)

Submit Timesheet Electronically

Placement: Test Host 2 (18/04/2022 - 29/05/2022)

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	

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).

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	Actions	
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
Fri	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
Sun	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

Back to homepage

Adding a Practice Assessor Details: You will need to assign a Practice Assessor to your timesheet, this will be the person that will verify your hours whilst on placement.

Back to timesheets

Timesheet for week 1 (13 December 2021 - 19 December 2021)

Submit Timesheet Electronically

Placement: Test Host 1 (13/12/2021 - 16/01/2022)

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	

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).

If there are any assessors assigned to your work area they will appear on the drop down list for you to choose from, if they do not appear here you will need to add them by selecting **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.

Unknown yet
Unknown yet
Andrea Randerson (S) - A.Randerson@hull.ac.uk
NEW

Add Practice Assessor

Enter the authorisers email address in the text box and click **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: test@hull.ac.uk

Find Practice Assessor

If the Practice Assessor does not exist in the database, the following window will appear, complete all the fields and click **Add Practice Assessor**

Practice Assessor Email: **Ann.other@nhs.net**
                                            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

                                            Add Practice Assessor

If the Practice Assessor already exists this message will appear. "The following Practice Assessor with the same email address has been found in the database". If this is correct click on the **Use This Practice Assessor** button.

Practice Assessor Email: **TMS@hull.ac.uk**
                                                              Change Email
The following Practice Assessor with the same email address has been found in the database.

Practice Assessor Title:

Practice Assessor Forename: TMS

Practice Assessor Surname: Test

Practice Assessor Phone Number: 01482 123456
(phone number must be a min of 11 characters)

Job Title: Assessor

Use This Practice Assessor

The weekly timesheet page should now look like the screenshot below

Timesheet for week 1 (13 December 2021 - 19 December 2021)

Placement: **Test Host 1 (13/12/2021 - 16/01/2022)**

Timesheet Status: **In Progress**

Practice Assessor (s):   **Mr TMS Test (S)**

                                          Practice Assessor Email: TMS@hull.ac.uk

                                          Practice Assessor Job Title: Assessor

                                          Unlink Practice Assessor from this timesheet

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

Amend Provided Details of Practice Assessor

Change Practice Assessor

The Add Practice Assessor button will now be replaced with the **Change Practice Assessor** button whereby you can follow the same process as above if you need to change your Practice Assessor

Note: To fill or edit day attendance records, please add Practice Assessor or click the 'Cancel' button to exit.

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.

TMS Test (S) - TMS@hull.ac.uk   ⌄

Add Practice Assessor

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

You will then need to assign the correct Assessor to each individual day as appropriate by clicking on the **EDIT** option at the end of each day and selecting the assessor from the drop down box and click **SAVE**

	Date	Time IN	Time OUT	Breaks	Worked Hours	Absent Entire Shift	Absence Hours	Absence Reason	Practice Assessor	Practice Supervisor	Day Off	Actions
Mon	25/04/22	07.00	15.00	0.30	7.30		0.00		Mrs Michelle Clifford (S)	Mrs Michelle Clifford (S)		Edit Reset
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	07:00	15:00	0:30	To be worked out	☐	0:00	Please Select	Mrs Michelle Clifford (S)		-	Save Cancel Reset
Mon 25/04/22									Please select / Mrs Michelle Clifford (S) / Mr TMS Test (S)			
Tue	26/04/22	07.00	15.00	0.30	7.30		0.00		Mrs Michelle Clifford (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 ie . 7½ hours

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💣 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.

Click on the **Edit** link in the row for the appropriate week

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	18/04/2022	24/04/2022	0	0	0	0	Mr TMS Test (S)	In Progress (MO,TU,WE,TH,FR,SA,SU)	View	Edit	Submit Electronically

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

Click here to expand MULTIPLE DAY(S) QUICK FILL

This launches the following screen

Select either the shift pattern, day off or custom to record specific hours

	Tick the boxes for the appropriate days

DAY TYPE (Please select either shift pattern or day off):
Shift (07:00-20:00) ▾

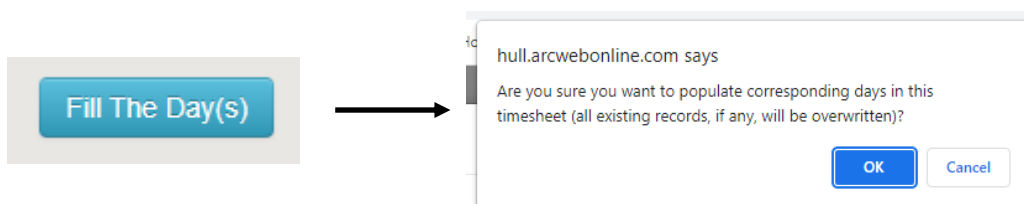| * Day(s):	Monday	Tuesday	Wed	Thursday	Friday	Saturday	Sunday	* mandatory fields
	☑	☑	☑	☑	☑	☐	☐	

If a shift was selected the shift start and end times will automatically be populated. If custom was selected please update these fields with the correct times.

Record the daily time taken for all break that does not count towards practice hours, e.g lunch break

Breaks
00:30 🕐

Click on **Fill The Day(S)** button. The following message will be displayed

[Fill The Day(s)] →

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

[OK] [Cancel]

Clicking **OK** will populate the timesheet accordingly. If you click the **Cancel** button no amendments will be made.

The Following is an example of a timesheet if you clicked ok

	Date	Time IN	Time OUT	Breaks	Worked Hours	Absent Entire Shift	Absence Hours	Absence Reason	Practice Supervisor	Day Off	Actions
🖥 Mon	18/04/22	07.00	20.00	0.30	12.30		0.00		Mr TMS Test (S)		Edit Reset
🖥 Tue	19/04/22	07.00	20.00	0.30	12.30		0.00		Mr TMS Test (S)		Edit Reset
🖥 Wed	20/04/22	07.00	20.00	0.30	12.30		0.00		Mr TMS Test (S)		Edit Reset
🖥 Thu	21/04/22	07.00	20.00	0.30	12.30		0.00		Mr TMS Test (S)		Edit Reset
🖥 Fri	22/04/22	07.00	20.00	0.30	12.30		0.00		Mr TMS Test (S)		Edit Reset
🖥 Sat	23/04/22	00.00	00.00	0.00	0.00		0.00		Mr TMS Test (S)		Edit Reset
🖥 Sun	24/04/22	00.00	00.00	0.00	0.00		0.00		Mr TMS Test (S)		Edit Reset

Edit any individual days as necessary.

You can use the **Quick Fill** option also for recording absences, either for whole shifts or part of shifts.

Click here to collapse MULTIPLE DAY(S) QUICK FILL

DAY TYPE (Please select either shift pattern or day off):
Please Select ▾

* Day(s):	Monday	Tuesday	Wed	Thursday	Friday	Saturday	Sunday	* mandatory fields
	✓	✓	☐	☐	☐	☐	☐	

* Time IN	*Time OUT	Breaks	Practice Supervisor ⓘ	Worked Hours
00:00 🕐	00:00 🕐	0:00 🕐		To be calculated

If ABSENT, please record the absence reason and hours

Absence Reason	Absent (Whole shift)	OR	No of Absent Hours
Please Select ▾	☐		0:00 🕐

Please Select
ABSENCE
AGREED ABSENCE
SICKNESS
SPECIAL LEAVE

[Fill The Day(s)]

If you are not using the quick fill option you can use the **Edit** option next to each line and fill in the details individually for each day.

	Date	Time IN	Time OUT	Breaks	Worked Hours	Absent Entire Shift	Absence Hours	Absence Reason	Practice Supervisor	Day Off	Actions	
Mon	25/04/22	00.00	00.00	0.00	0.00		0.00		Mr TMS Test (S)		Edit	Reset
Tue	26/04/22	00.00	00.00	0.00	0.00		0.00		Mr TMS Test (S)		Edit	Reset
Wed	27/04/22	00.00	00.00	0.00	0.00		0.00		Mr TMS Test (S)		Edit	Reset
Thu	28/04/22	00.00	00.00	0.00	0.00		0.00		Mr TMS Test (S)		Edit	Reset
Fri	29/04/22	00.00	00.00	0.00	0.00		0.00		Mr TMS Test (S)		Edit	Reset
Sat	30/04/22	00.00	00.00	0.00	0.00		0.00		Mr TMS Test (S)		Edit	Reset
Sun	01/05/22	00.00	00.00	0.00	0.00		0.00		Mr TMS Test (S)		Edit	Reset

Date	Time IN	Time OUT	Breaks	Worked Hours	Absent Entire Shift	Absence Hours	Absence Reason	Practice Supervisor	Day Off	Actions	
Please Select	00:00	00:00	0:00	To be worked out	☐	0:00	Please Select		-	Save	Cancel	Reset
Mon 25/04/22											

TIP: Clicking on the clock face launches a screen in which you can enter the hours and minutes using the up and down arrows
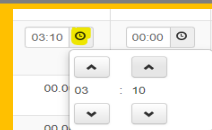
Remember if you have multiple assessors that you have assigned them to the correct day before submitting your timesheets

Submitting you Timesheet: You can save you timesheet at any time and go back to it by clicking the **Save Timesheet** button, Please remember your timesheet will not be submitted until you choose the submit timesheet option.

If you have completed your timesheet you will need to submit it, there are 2 options please see below

2 (25 April 2022 - 01 May 2022)

Test Host 2 (18/04/2022 - 29/05/2022)

In Progress

Mr TMS Test (S)

Practice Assessor Email: TMS@hull.ac.uk
Practice Assessor Job Title: Assessor

Unlink Practice Assessor from this timesheet

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

Amend Provided Details of Practice Assessor

Submit Timesheet Electronically

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

Change Practice Assessor

Save Timesheet

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	18/04/2022	24/04/2022	62.30	0	0	62.30	Mr TMS Test (S)	In Progress (MO,TU,WE,TH,FR,SA,SU)	View	Edit	Submit Electronically

Once you click **Submit Electronically** you will get a pop up warning, if everything is correct click **ok/Yes Submit it** this will then send your timesheet for approval

hull.arcwebonline.com says

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

OK   Cancel

IMPORTANT NOTICE:

Please ensure before submitting your timesheet, you have added the FULL WEEK'S HOURS.

Yes, Submit it!   Cancel

NB: You must complete the full weeks Hours and submit weekly, do not submit your timesheets daily.

Amending a Timesheet After Submission: If a timesheet has been submitted but **not yet approved** by your authoriser, you can amend the timesheet but you will need to request an **unlock.** You will need to fill in a reason for unlocking your timesheet and then click the **Request Unlock**

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	18/04/2022	24/04/2022	62.30	0	0	62.30	Mr TMS Test (S)	Submitted (MO,TU,WE,TH,FR,SA,SU)	View Edit	Reason For Unlocking: ✳ Request Unlock

hull.arcwebonline.com says

Are you sure you want to request unlocking of the timesheet? You can unlock the timesheet twice, third time the unlock must be granted by the placement team.

OK   Cancel

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	18/04/2022	24/04/2022	62.30	0	0	62.30	Mr TMS Test (S)	Unlocked for Changes (MO,TU,WE,TH,FR,SA,SU)	View Edit	Submit Electronically

You can now click on **Edit** and amend your timesheet, remember to re submit it for authorisation

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

To see more information about the placement, click 🔭 to the left of the placement you want to view.

Allocation Colour Key

Record Made Up Time

	Date From	Date To	Placement	Experience	Day Description	Days	Allocated Hours	Worked Hours	Shift Pattern
🔭	18/04/2022	29/05/2022	Test Host 2	AD - CRITICAL CARE		30	225	0	M T W H F S U
🔭	13/12/2021	16/01/2022	Test Host 1	AD - COMMUNITY		25	187.3	37.3	M T W H F S U

My Made Up Time Records

Total Made Up Hours: 0.00   Add New Made Up Time

Fill in all the sections and click **Save Made Up Time**

Total Made Up Hours: **0.00**

NEW MADE UP TIME RECORD

Date *	Enter Date here...
Placement: *	Please select placement
Category: *	Please select category
Shift	Please select shift if applicable

Please select a specific shift pattern and adjust it
OR select custom shift pattern and enter times

|	Time IN *	Time OUT *	Breaks	Made Up Hours
or enter/adjust times:	0:00	0:00	0:00	To be calculated

Practice Assessor: *	Please select
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.

[Record Caseload]
[Record Made Up Time]
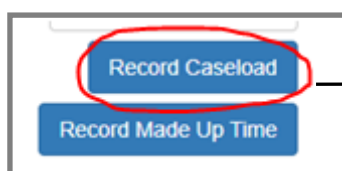
My Caseload Records

Total Caseload Hours: **0.00**   [Add Caseload]

No caseload records yet.

Fill in all the relevant sections and **Click** save Caseload

NEW CASELOAD RECORD

Date *	Enter Date here...
Placement: *	Please select placement
Category: *	Please select category
Shift	Please select shift if applicable

Please select a specific shift pattern and adjust it
OR select custom shift pattern and enter times

	Time IN *	Time OUT *	Breaks	Caseload Hours
or enter/adjust times:	0:00	0:00	0:00	To be calculated

Practice Assessor/Supervisor: *	Please select
Comment:	

[Save Caseload]   [Cancel]

My Caseload Records

Total Caseload Hours: **7.00**   [Add Caseload]

To add another caseload for the same mentor and host, please click [Add Day] button next to each record.

Practice Assessor/Supervisor:	**Mr TMS Test (S)** (TMS@hull.ac.uk)					All records marked with YES will be submitted. To submit caseloads linked to timesheets, please submit the timesheet			[Submit]

Placement	Day	Category	Time In	Time Out	Breaks	Caseload Hours	Comments	Status	Actions	Will Be Submitted
17/10/2022	CASELOADING	CASELOADING	9.00	12.00	0.00	3.00	See Comment	Approved	Edit Remove Add Day	
18/10/2022	CASELOADING	CASELOADING	17.00	21.00	0.00	4.00	-	Not Submitted	Edit Remove Add Day	YES

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

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TEST to:

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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

****

TEST to:

****

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 actions required this will be shown next to your timesheet, click on **Edit** to review the actions to be taken

Week no: 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: TMS@hull.ac.uk

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