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TMS

Timesheet Management System

Quick Guide for Practice Partners



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 recorded any absence with an absence reason.

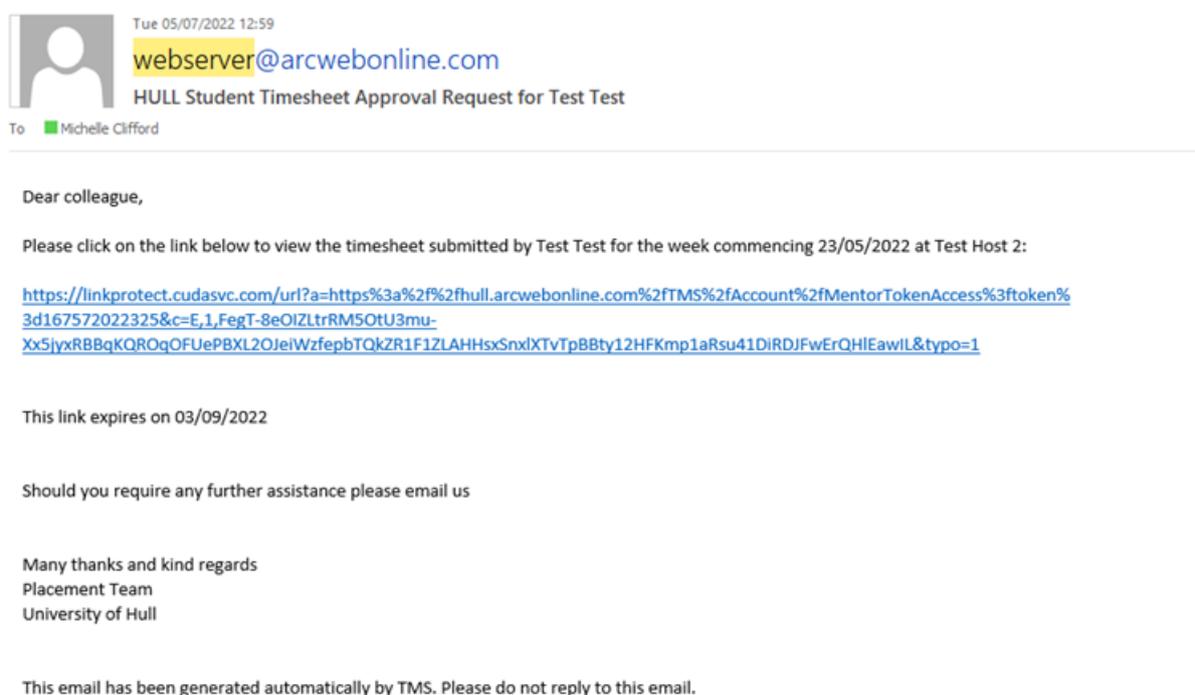
Shifts, breaks and worked hours are recorded in hours and minutes so 7.3 represents 7 hours and 30 minutes, i.e. 7½ hours.

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



Follow the steps below...

Once a student has submitted a timesheet you will receive an automated email which will look similar to the one below: (please remember to check Junk/spam folder)



As mentioned in the email **Do Not** use the reply function, contact the relevant HEI for further assistance

When you click on the token link this will take you directly to the webpage displaying the students weekly timesheet for you to authorise.

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

Student Timesheet: Please review the shift times, worked hours, breaks and any absence details.

Dear Practice Assessor

Please review placement hours recorded by Test Test.

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 06 September 2021 - 12 September 2021

Student: Test Test
Placement: test Host 3 (06/09/2021 - 14/11/2021)
Total Worked Hours: 60.00
Total Absence Hours: 0.00
Total Made Up Hours: 0.00

Attendance Records:

	Date	Time IN	Time OUT	Breaks	Worked Hours	Absent Entire Shift	Absence Hours	Absence Reason	Practice Supervisor	Day Off	Day Attendance Approved
!	Mon	06/09/21	07.00	20.00	1.00	12.00		0.00			<input type="checkbox"/>
!	Tue	07/09/21	07.00	20.00	1.00	12.00		0.00			<input type="checkbox"/>
!	Wed	08/09/21	07.00	20.00	1.00	12.00		0.00			<input type="checkbox"/>
!	Thu	09/09/21	07.00	20.00	1.00	12.00		0.00			<input type="checkbox"/>
!	Fri	10/09/21	07.00	20.00	1.00	12.00		0.00			<input type="checkbox"/>
!	Sat	11/09/21	00.00	00.00	0.00	0.00		0.00			<input type="checkbox"/>
!	Sun	12/09/21	00.00	00.00	0.00	0.00		0.00			<input type="checkbox"/>



Follow the steps below for authorising..

Option 1 - Approve full timesheet: if the data submitted for the week is correct click **Approve Timesheet** Button. This button approves the entire timesheet in one click

Attendance Records:

	Date	Time IN	Time OUT	Breaks	Worked Hours	Absent Entire Shift	Absence Hours	Absence Reason	Practice Supervisor	Day Off	Day Attendance Approved
!	Mon	06/09/21	07.00	20.00	1.00	12.00		0.00			<input type="checkbox"/>
!	Tue	07/09/21	07.00	20.00	1.00	12.00		0.00			<input type="checkbox"/>
!	Wed	08/09/21	07.00	20.00	1.00	12.00		0.00			<input type="checkbox"/>
!	Thu	09/09/21	07.00	20.00	1.00	12.00		0.00			<input type="checkbox"/>
!	Fri	10/09/21	07.00	20.00	1.00	12.00		0.00			<input type="checkbox"/>
!	Sat	11/09/21	00.00	00.00	0.00	0.00		0.00			<input type="checkbox"/>
!	Sun	12/09/21	00.00	00.00	0.00	0.00		0.00			<input type="checkbox"/>

No made up time records yet.

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

Approve Timesheet

Option 2 - Reject full timesheet: if the data submitted is incorrect you can reject the full timesheet, you will need to add a comment to explain why you are rejecting the timesheet and then click the **Reject Timesheet** button.

This button rejects the entire timesheet in one click

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

All breaks should be 1:15hrs please amend

NEW !!!

If the submitted Timesheet is NOT correct, please first use the last column 'Day Attendance Approved' and tick each correct daily line.
For an incorrect record – please do not tick and add a comment why this daily record was rejected.

[Reject Timesheet](#)

Option 3 - Partial approval: this option allows you to approve the data that has been submitted which is accurate and reject the part of the timesheet which is incorrect. Tick the boxes for **Day Attendance Approved** for the days that are correct and leave blank the tick boxes for the days that are incorrect.

Attendance Records:

	Date	Time IN	Time OUT	Breaks	Worked Hours	Absent Entire Shift	Absence Hours	Absence Reason	Practice Supervisor	Day Off	Day Attendance Approved
	Mon	06/09/21	07.00	20.00	1.00	12.00		0.00			<input checked="" type="checkbox"/>
	Tue	07/09/21	07.00	20.00	1.00	12.00		0.00			<input type="checkbox"/>
	Wed	08/09/21	07.00	20.00	1.00	12.00		0.00			<input checked="" type="checkbox"/>
	Thu	09/09/21	07.00	20.00	1.00	12.00		0.00			<input checked="" type="checkbox"/>
	Fri	10/09/21	07.00	20.00	1.00	12.00		0.00			<input checked="" type="checkbox"/>
	Sat	11/09/21	00.00	00.00	0.00	0.00		0.00			<input type="checkbox"/>
	Sun	12/09/21	00.00	00.00	0.00	0.00		0.00			<input type="checkbox"/>

Next in the lower section you must add a comment to explain why some day/s have been rejected.

For example:

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

Tuesday 7th September should be a days absence, please check and amend

NEW !!!

If the submitted Timesheet is NOT correct, please first use the last column 'Day Attendance Approved' and tick each correct daily line.
For an incorrect record – please do not tick and add a comment why this daily record was rejected.

[Reject Timesheet](#)

Then click the **Reject Timesheet** button

When you have completed your approval process you will receive a message similar to the one below confirming your submission

Dear

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

The student will receive an auto email notifying them if the status of a timesheet changes.

If a timesheet is rejected the student will see the status of their timesheet will have changed to “Action required” and any comments entered will be visible. The student will then amend the timesheet and re-submit it, this will generate another token link from which you will be able to click on and either approve or reject as in the above process options 1-3.

Amended timesheet:

Attendance Records:

Date	Time IN	Time OUT	Breaks	Worked Hours	Absent Entire Shift	Absence Hours	Absence Reason	Practice Supervisor	Day Off	Day Attendance Approved
Mon 06/09/21	07.00	20.00	1.00	12.00		0.00				Approved
Tue 07/09/21	07.00	20.00	1.00	0.00	✓	12.00	SICKNESS			<input type="checkbox"/>
Wed 08/09/21	07.00	20.00	1.00	12.00		0.00				Approved
Thu 09/09/21	07.00	20.00	1.00	12.00		0.00				Approved
Fri 10/09/21	07.00	20.00	1.00	12.00		0.00				Approved
Sat 11/09/21	00.00	00.00	0.00	0.00		0.00				<input type="checkbox"/>
Sun 12/09/21	00.00	00.00	0.00	0.00		0.00				<input type="checkbox"/>

No made up time records yet.

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

[Approve Timesheet](#)

If a token/email has expired then when clicking the link you will receive the following message:



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

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

Dear Practice Assessor

The timesheet has been already reviewed.

If you have any queries please contact us on: [redacted]

Placements Support Team

You will receive an auto email every 14 days listing any outstanding timesheets, this will contain details for all outstanding timesheets for all the students in your work area that you are authorising.

Made Up Time

Sometimes the students work outside of the normal allocation block and therefore there will not be a timesheet available for this. In these instances, the student records the hours daily via Made Up Time.

You will receive an email token link which you will click on and it will take you directly to the web page displaying the students made up time timesheet. You can then either approve or reject by ticking the "Your Action" box. Any rejections must be have a comment detailing the reason.

Dear Practice Assessor

Please review made up hours recorded by Test, Test.

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	Time IN	Time OUT	Breaks	Made Up hours	Your Action	
07/08/22	Test Host 2	07.00	20.00	1.00	12.00	APPROVE <input type="radio"/>	REJECT <input type="radio"/>
Student Comment added on 09/08/2022:		additional shift to make up outstanding hours					
08/08/22	Test Host 1	07.00	20.00	1.00	12.00	APPROVE <input type="radio"/>	REJECT <input type="radio"/>
Student Comment added on 09/08/2022:		additional shift to make up outstanding hours					

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

Click the **Submit** button

For help and support please contact the relevant HEI that your student attends:

University of Hull - TMS@hull.ac.uk

University of York Practice Education Support Team - Dohs-pest@york.ac.uk Tel: 01904 321540

York St John University Health placement support team – professionalpractice@yorksja.ac.uk

NB: Where it states Practice Assessor this also cover Practice Supervisors & Mentors