



Timesheets Management System (TMS) Student User Guide

January 2020

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1. Timesheets Management System (TMS)

TMS provides an easy to access and accurate electronic record of student placement hours.

TMS enables a student to complete and submit a timesheet electronically. The system will then automatically generate and send an email to the linked Practice Assessor / Supervisor with a request to approve or reject the timesheet.

Accessible on any computer or mobile device, TMS enables a student to record their daily attendance on placements at any time.

2. Accessing Online Timesheets

To access TMS, you will need to log into POW and access your current placement area. In the top left corner, select the 'Click here to access TMS' button:



Student Name Mouse, Mickey	Records updated 30/01/2020 19:16:02				
Intake ARCTEST	Last login date and time				
Home	Allocations	Attendance	Change My Details	Logout	Help
Click here to access TMS					

If you click on TMS button and nothing happens please enable pop ups on your device!

Main details	Contacts	Student Introduction	Latest News and Events	Learning Environment	Facilities & Travel	Useful Policies	Documents	View Evaluation
Placement Name: UNIVERSITY CARE CENTRE								
Trust or Independent PEP TEST TRUST								
Sector Name:								
<hr/>								
Placement address: University Practice Learning Adviser Faculty of Health and Social Sciences Bournemouth University Bournemouth House (B110) Christchurch Road								
Postcode: BH1 3LH <Click here to see map>								

TMS will open in a new tab. Please ensure pop ups are enabled on your device!

My Placement Timesheets

Expand All Timesheets

Add Made Up Time outside the placement hours:

Add Made Up Time

My Current Placement:

UNIVERSITY CARE CENTRE

Allocation Dates:

26 August 2019 - 20 October 2019

Total Placement Worked Hours:

40.00

Total Placement Absence Hours:

0

Total Placement Made Up Hours:

0

Total Worked and Made Up Hours:

40.00

Placement Timesheets:

Timesheet Week No	Week Beginning	Week Ending	Practice Assessor/Practice Supervisor Name	Worked Hours	Absence Hours	Made Up Hours	Total Worked & Made Up Hours	Status	Actions			
Week no: 1	26/08/2019	01/09/2019	Unknown yet	40.00	0	0	40.00	In Progress	View	Edit	Submit Electronically	Submit Paper Version
Week no: 2	02/09/2019	08/09/2019	Unknown yet	0	0	0	0	In Progress	View	Edit	Submit Electronically	Submit Paper Version
Week no: 3	09/09/2019	15/09/2019	Unknown yet	0	0	0	0	In Progress	View	Edit	Submit Electronically	Submit Paper Version

To start recording hours in your timesheets, you need to select 'Edit' for the relevant week.

3. Adding a Practice Assessor / Supervisor to Your Timesheet

Prior to submitting, you will need to link your Practice Assessor / Supervisor to your timesheet.

Timesheet for week 2 (02 September 2019 - 08 September 2019)

Submit Timesheet Electronically

Placement: UNIVERSITY CARE CENTRE (26/08/2019 - 20/10/2019)

Submit Paper Timesheet

Experience: MISC

Timesheet Status: In Progress

Practice Assessor/Practice Supervisor: Unknown yet

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

Total Worked Hours: 0.00
Total Absence Hours: 0.00

Add Practice Assessor/Practice Supervisor

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). Alternatively, to report sickness or absence please ring the 24 hour automated sickness line at 01202 965000, email hssplacements@bournemouth.ac.uk or submit online form [here](#).

Click on the 'Add Practice Assessor / Practice Supervisor' button and a new page will open.

If your Practice Assessor / Supervisor is on the dropdown list, please select the name and your Assessor / Supervisor will be linked.

If your Assessor / Supervisor is not on the list then please select 'New'. You will be prompted to enter in your Assessor / Supervisor's trust email address.

Add/Change Practice Assessor/Practice Supervisor MODE Cancel

Please select a Practice Assessor/Practice Supervisor from the dropdown list. If your Practice Assessor/Practice Supervisor is not in the dropdown list, please select NEW and add your Practice Assessor/Practice Supervisor to the system.

NEW

Please enter your Practice Assessor/Practice Supervisor email address, and then click the 'Find' button to search the TMS database of Practice Assessor/Practice Supervisor.

Practice Assessor/Practice Supervisor
Email:

Find Practice Assessor/Practice Supervisor

If the system is not able to locate a Practice Assessor / Supervisor matched to the entered email, a new form will open that will enable you to add your Assessor / Supervisor manually. Please complete the form and click on the 'Add Practice Assessor / Practice Supervisor' button.

Add/Change Practice Assessor/Practice Supervisor MODE [Cancel](#)

Please select a Practice Assessor/Practice Supervisor from the dropdown list. If your Practice Assessor/Practice Supervisor is not in the dropdown list, please select NEW and add your Practice Assessor/Practice Supervisor to the system.

NEW ▼

Practice Assessor/Practice Supervisor Email: test@bournemouth.ac.uk [Change Email](#)

No Practice Assessor/Practice Supervisor with the provided email address has been found in the database. Please fill all the details and add Practice Assessor/Practice Supervisor to the database.

Practice Assessor/Practice Supervisor Title:*

Practice Assessor/Practice Supervisor Forename:*

Practice Assessor/Practice Supervisor Surname:*

Practice Assessor/Practice Supervisor Phone Number: *
(phone number must be a min of 11 characters)

Job Title:*

* Mandatory fields

[Add Practice Assessor/Practice Supervisor](#)

Please make sure you enter the email address correctly!

You can change the Practice Assessor / Supervisor linked to your timesheet at any time. Details can also be amended if required.

Timesheet for week 2 (02 September 2019 - 08 September 2019)

Placement: UNIVERSITY CARE CENTRE (26/08/2019 - 20/10/2019)

Experience: MISC

Timesheet Status: In Progress

Practice Assessor/Practice Supervisor: Mr Test Mentor (S)

Practice Assessor/Practice Supervisor Email:
test@test.com

Practice Assessor/Practice Supervisor Phone No:
123456

Practice Assessor/Practice Supervisor Job Title:
mentor

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

[Amend Provided Details of Practice Assessor/Practice Supervisor](#)

4. Recording Placement Hours

Attendance can be recorded in two different ways: by using the quick fill option or by adding shifts individually.

Please select 'Edit' for the week you wish to record your placement hours.

Timesheet Week No	Week Beginning	Week Ending	Practice Assessor/Practice Supervisor Name	Worked Hours	Absence Hours	Made Up Hours	Total Worked & MadeUp Hours	Status	Actions			
Week no: 1	26/08/2019	01/09/2019	Unknown yet	40.00	0	0	40.00	In Progress	View	Edit	Submit Electronically	Submit Paper Version
Week no: 2	02/09/2019	08/09/2019	Test Mentor (test@test.com)	0	0	0	0	In Progress	View	Edit	Submit Electronically	Submit Paper Version




The timesheet will then open. You can add your shifts for individual days by using the 'Edit' option (1) or if you have been working the same shifts throughout the week you can select the quick fill option (2).

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). Alternatively to report sickness or absence please ring the 24 hour automated sickness line at 01202 965000, email hssplacements@bournemouth.ac.uk or submit online form [here](#).

[Click here to expand MULTIPLE DAY\(S\) QUICK FILL](#)

Date	Time IN	Time OUT	Breaks	Worked Hours	Absent	Absence Hours	Absence Reason	Supervisor or Associate	Day Off	Actions	
 Mon 02/09/19	00.00	00.00	0.00	0.00		0.00		Mr Test Mentor(S)		Edit	Reset
 Tue 03/09/19	00.00	00.00	0.00	0.00		0.00		Mr Test Mentor(S)		Edit	Reset
 Wed 04/09/19	00.00	00.00	0.00	0.00		0.00		Mr Test Mentor(S)		Edit	Reset

Quick Fill Option

Click on 'Click here to expand MULTIPLE DAY(S) QUICK FILL', and the following form will appear:

[Click here to collapse MULTIPLE DAY\(S\) QUICK FILL](#)

DAY TYPE (Please select either shift pattern or day off):
 Please Select * mandatory fields

* Day(s): Monday Tuesday Wed Thursday Friday Saturday Sunday

* Time IN *Time OUT Breaks Supervisor or Associate 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 OR 0:00 ⌚

[Fill The Day\(s\)](#)

A selection of shift patterns can be found on the dropdown list under 'Day Type'. Select days you've been working by ticking the relevant boxes. Custom shifts can be entered by filling out the 'Time IN' and 'Time OUT' boxes. Please remember to type the name of your Supervisor.

You can use the quick fill to also record absences. The principles are the same; you need to select the day type as 'Day Off' and select the applicable absence reason from the dropdown list.

Once complete, select the 'Fill the Days' option.

Recording Days Individually

If you have been working different shifts over the course of the week, you will need to record hours individually for each day. Please record information in the appropriate columns and save it when you finish.

Date	Time IN	Time OUT	Breaks	Worked Hours	Absent	Absence Hours	Absence Reason	Supervisor or Associate	Day Off	Actions
<div style="border: 1px solid #ccc; padding: 2px;">Please Select</div> Mon 02/09/19	00:00 ⌚	00:00 ⌚	0:00 ⌚	-	<input type="checkbox"/>	0:00 ⌚	<div style="border: 1px solid #ccc; padding: 2px;">Please Select</div>	Mr Test	-	<div style="display: flex; gap: 5px;"> <div style="background-color: #007bff; color: white; padding: 2px 5px;">Save</div> <div style="background-color: #6c757d; color: white; padding: 2px 5px;">Cancel</div> <div style="background-color: #6c757d; color: white; padding: 2px 5px;">Reset</div> </div>

A comments box can be found at the bottom of the page. If you are on a recall day during that particular week, please put the recall day date in the comments box so your Practice Assessor / Supervisor is aware.

Submitting Made Up Time during Placement

Additional placement hours completed outside of the allocation dates should be recorded as Made Up time (you may need to access it via the timesheet from your last placement unless you've been allocated a separate placement block).

If you have completed any made up time during your placement, please select 'Made Up Times' followed by 'Add New Made Up Time'.

Logged as Mouse, Mickey
Current Week: 27/01/2020 - 02/02/2020

Timesheets **Made Up Times**

My Made Up Time Records

Total Made Up Hours: **120.30**

Add New Made Up Time

This form will then load for you to complete and save:

NEW MADE UP TIME RECORD

Date *

Placement: *

Category: *

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

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

Practice Assessor/Practice Supervisor: *

Comment:

Once completed, the made up time entry will then appear on the 'Made Up Times' screen. To submit, please click on 'Submit' – your Practice Assessor / Supervisor will receive an email as they would with a regular timesheet.

Practice Assessor/Practice Supervisor: Mr Test Mentor (S) (test@test.com)		All records marked with YES will be submitted To submit made up times linked to timesheets, please submit the timesheet						<input type="button" value="Submit"/>		
Placement	Day	Category	Time In	Time Out	Breaks	Made Up Hours	Comments	Status	Actions	Will Be Submitted
31/01/2020	UNIVERSITY CARE CENTRE	COMMUNITY	7.00	17.00	1.00	10.00	-	Not Submitted	Edit <input type="button" value="Add Day"/>	YES

5. Submitting Timesheets

Once your timesheet is completed for the entire week you can submit it to your Practice Assessor / Supervisor for approval.

This can be done by clicking on 'Submit Electronically' button within the 'Actions' section.

Please make sure your Practice Assessor / Supervisor is linked to your timesheet before you submit it!

My Placement:

UNIVERSITY CARE CENTRE

Allocation Dates:

26 August 2019 - 20 October 2019

Total Placement Worked Hours:

40.00

Total Placement Absence Hours:

0

Total Placement Made Up Hours:

0

Total Worked and Made Up Hours:

40.00

Placement Timesheets:

Timesheet Week No	Week Beginning	Week Ending	Practice Assessor/Practice Supervisor Name	Worked Hours	Absence Hours	Made Up Hours	Total Worked & MadeUp Hours	Status	Actions			
									View	Edit	Submit Electronically	Submit Paper Version
Week no: 1	26/08/2019	01/09/2019	Unknown yet	40.00	0	0	40.00	In Progress	View	Edit	Submit Electronically	Submit Paper Version
Week no: 2	02/09/2019	08/09/2019	Test Mentor (test@test.com)	0	0	0	0	In Progress	View	Edit	Submit Electronically	Submit Paper Version

The status of your timesheet will then change to 'Submitted'.

Placement Timesheets:

Timesheet Week No	Week Beginning	Week Ending	Practice Assessor/Practice Supervisor Name	Worked Hours	Absence Hours	Made Up Hours	Total Worked & MadeUp Hours	Status	Actions			
									View	Edit	Submit Electronically	Submit Paper Version
Week no: 1	26/08/2019	01/09/2019	Unknown yet	40.00	0	0	40.00	In Progress	View	Edit	Submit Electronically	Submit Paper Version
Week no: 2	02/09/2019	08/09/2019	Test Mentor (test@test.com)	0	0	0	0	Submitted	View	Edit	Reason For Unlocking: <input type="text"/>	Submit Paper Version

If you need to make an amendment, or to change your Practice Assessor / Supervisor, you can unlock your timesheet. Please enter in your reason for unlocking in the box, followed by selecting 'Request Unlock'. This action can be completed twice per timesheet. If you require a timesheet to be unlocked for a third time, then you will need to contact the placements team (hssplacements@bournemouth.ac.uk).

Placement Timesheets:

Timesheet Week No	Week Beginning	Week Ending	Practice Assessor/Practice Supervisor Name	Worked Hours	Absence Hours	Made Up Hours	Total Worked & MadeUp Hours	Status	Actions			
									View	Edit	Submit Electronically	Submit Paper Version
Week no: 1	26/08/2019	01/09/2019	Unknown yet	40.00	0	0	40.00	In Progress	View	Edit	Submit Electronically	Submit Paper Version
Week no: 2	02/09/2019	08/09/2019	Test Mentor (test@test.com)	0	0	0	0	Submitted	View	Edit	Reason For Unlocking: <input type="text"/>	Submit Paper Version

When your Practice Assessor / Supervisor approves your timesheet, the status will change automatically to 'Approved'.

Please note that an approved timesheet is subsequently locked and cannot be edited.

If your Practice Assessor / Supervisor rejects the timesheet, you will need to check the comment, amend the timesheet accordingly and then resubmit.

It is student's responsibility to make sure that a Practice Assessor / Supervisor signs all the submitted timesheets.

Students receive 3 types of auto-generated emails:

- TMS - Timesheets Status Change
- TMS - Timesheet Submission Reminder
- TMS - Outstanding Timesheets and/or Made Up Time

All the emails are sent by POW Support (any queries should still be directed to hssplacements@bournemouth.ac.uk).

6. Timesheet and Made up Time Approval Process

When you submit your timesheet electronically, an automated email will be sent to your Practice Assessor / Supervisor with a direct link to your timesheet. No login or password is required to access it, your Practice Assessor / Supervisor just needs to click on the link and the timesheet will open.

Every two weeks the system will send a reminder email to the linked Practice Assessor / Supervisor for any outstanding submitted timesheets.

The cut-off date for approval of timesheets is 3 weeks after the placement ends. It is the student's responsibility to make sure all timesheets are approved.

7. Help and Comments

If you have any TMS related queries or require support please email: hssplacements@bournemouth.ac.uk