

Online Timesheets

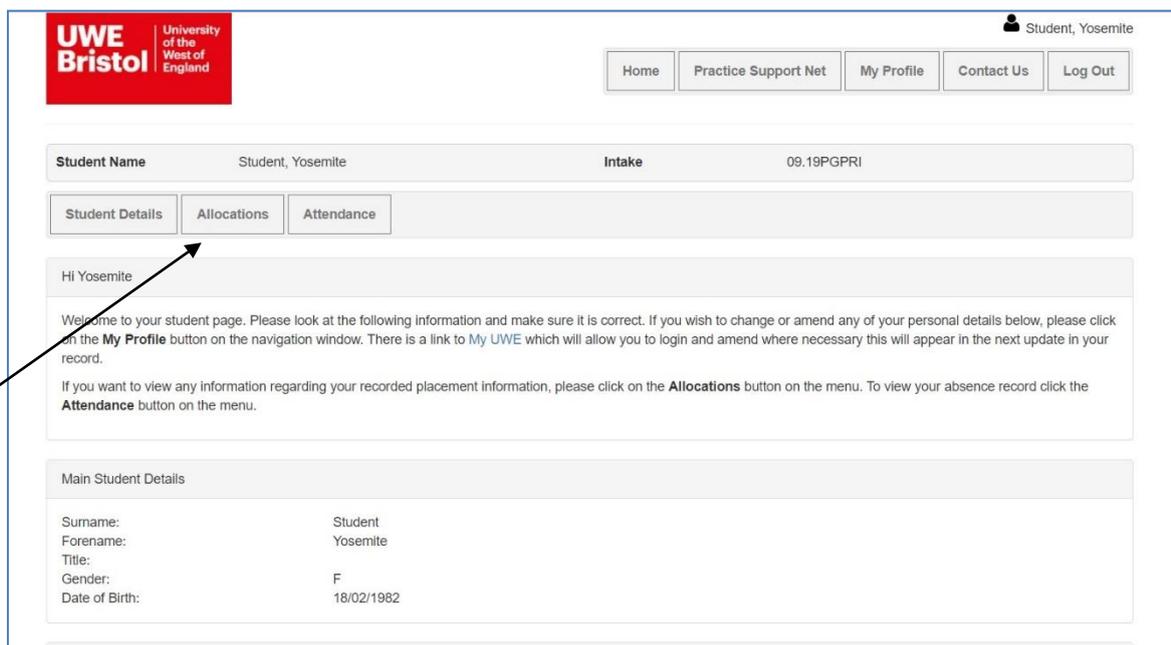
Online Timesheets

Students access the Online Timesheets in ARC POW, The URL is

<https://arcpow.uwe.ac.uk/>

You will use your Login Name (your UWE email address) and password. If you are experiencing trouble logging in, please email sds.operations@uwe.ac.uk

Click on the Allocations tab



The screenshot displays the UWE Bristol student portal. At the top left is the UWE Bristol logo. At the top right, the user is identified as 'Student, Yosemite' with a user icon. A navigation bar contains buttons for 'Home', 'Practice Support Net', 'My Profile', 'Contact Us', and 'Log Out'. Below this, a header section shows 'Student Name' as 'Student, Yosemite' and 'Intake' as '09.19PGPRI'. A menu below the header has three tabs: 'Student Details', 'Allocations', and 'Attendance'. The 'Allocations' tab is highlighted with a black arrow pointing to it from the left. The main content area contains a greeting 'Hi Yosemite', a welcome message, and instructions on how to use the 'My Profile' and 'Allocations' buttons. At the bottom, a 'Main Student Details' section lists personal information: Surname: Student, Forename: Yosemite, Title: (blank), Gender: F, and Date of Birth: 18/02/1982.

Click on the binoculars next to the allocation that you want to enter timesheets for.

UWE Bristol University of the West of England

Student, Yosemite

Home Practice Support Net My Profile Contact Us Log Out

Student Name Student, Yosemite Intake 09.19GPRI

Student Details **Allocations** Attendance

Total

Absence Hrs: 0 Made Up Hrs: 0 Outstanding Hrs: 15

Why can't I see my next practice experience ? Allocation Colour Key

Date From	Date To	Description	Eval. Status	Category	Days	Hrs	Hrs Worked	Hrs Special	Hrs Absent
 01/10/2018	20/01/2019	DUMMY PLACEMENT	Done	ADOPTION AND FOSTERING	80	600	600	0	0
15/08/2016	04/09/2016	ANNUAL LEAVE			15	112.3	112.3	0	0
16/05/2016	14/08/2016	THEORY			65	487.3	487.3	0	0
 28/03/2016	15/05/2016	TEST BATH	Done	CHILD	33	262.3	247.3	15	0
14/03/2016	27/03/2016	ANNUAL LEAVE			10	75	75	0	0

This will then show the 'Your Timesheets' button which you need to enter your timesheets details.

This will open in another window so you will need to allow pop ups on your computer.

Information about BEH GLOUCESTER WARD

Your Timesheets

Placement Overview Placement Info Pre Placement Study Student Preparation Travel Information Top Tips Documents Other students on the Placement View Evaluation

Welcome from Placement:

Welcome to your Pre Registration Nursing placement at University Hospitals Bristol NHS Foundation Trust (UH Bristol)
Dear Student Nurses and Midwives

Welcome to our Trust. We hope you will enjoy working with us and very quickly feel an important part of our commitment to providing excellent patient care. As nurses and midwives we are privileged to care for adults, children and adolescents and their families, often when they are at their most vulnerable and ensure we do all we can to support and care for them. As a Trust we believe that delivering high quality care is as important as the quality of treatments we deliver, by staff who demonstrate kindness and compassion in all they do. We therefore will do our utmost to ensure you have a good range of learning experiences with us, supported by our teams of excellent nurses and midwives.

Now click on 'edit' on the week that you want to edit timesheets for. This will be highlighted in orange for the current week.

UWE Bristol University of the West of England

Anstee, David

Log Out

Your Timesheets Expand All Timesheets

Current Placement: TMS DUMMY MEDICAL CENTRE
 Allocation Dates: 22 October 2018 - 13 January 2019
 Total hours on your timesheets for this placement: 90.00

Timesheet Week No	Week Beginning	Week Ending	Mentor Name	Worked Hours	Status	Actions		
Week no: 1	22/10/2018	28/10/2018	Mrs Nicola Liles (S) (nicola.liles@uwe.ac.uk)	32.30	Approved	View	Edit	Submit Electronically
Week no: 2	29/10/2018	04/11/2018	Unknown yet	0	In Progress	View	Edit	Submit Electronically
Week no: 3	05/11/2018	11/11/2018	Unknown yet	0	In Progress	View	Edit	Submit Electronically
Week no: 4	12/11/2018	18/11/2018	Mr Tim Porter (S) (timothy.porter@uwe.ac.uk)	30.30	Approved	View	Edit	Submit Electronically
Week no: 5	19/11/2018	25/11/2018	Mrs Nicola Liles (S) (nicola.liles@uwe.ac.uk)	27.00	Approved	View	Edit	Submit Electronically
Week no: 6	26/11/2018	02/12/2018	Mrs Nicola Liles (S) (nicola.liles@uwe.ac.uk)	0	In Progress	View	Edit	Submit Electronically
Week no: 7	03/12/2018	09/12/2018	Unknown yet	0	In Progress	View	Edit	Submit Electronically
Week no: 8	10/12/2018	16/12/2018	Unknown yet	0	In Progress	View	Edit	Submit Electronically
Week no: 9	17/12/2018	23/12/2018	Unknown yet	0	In Progress	View	Edit	Submit Electronically
Week no: 10	24/12/2018	30/12/2018	Unknown yet	0	In Progress	View	Edit	Submit Electronically

The first thing that you need to do is 'add authorising mentor'.

Your Timesheets Back to all timesheets

Placement: TMS DUMMY MEDICAL CENTRE (22/10/2018 - 13/01/2019)

Timesheet for week 8: 10 December 2018 - 16 December 2018

Timesheet Status: In Progress

Hours Authorised By: Unknown yet

Add Authorising Mentor

Total Worked Hours: 0.00

- Record all the hours you have completed on placement, including practice hours and SOLD/Simulation/Work Based Learning days
- Make an entry for every day, so choose 'Day Off' from the drop down if you are not scheduled to be on placement
- If you were absent on a day you were due to be on placement, tick 'Absent' and choose a reason:
Sickness = not on placement due to sickness
Absence = not on placement for any other reason

Click here to expand Quick-fill shifts or edit one day at a time, below

Date	Time IN	Time OUT	Breaks	Worked Hours	Absent	Absence Reason	Approved By	Day Off	Actions
Mon 10/12/18	00.00	00.00	0.00	0.00			Unknown yet		Edit Reset
Tue 11/12/18	00.00	00.00	0.00	0.00			Unknown yet		Edit Reset
Wed 12/12/18	00.00	00.00	0.00	0.00			Unknown yet		Edit Reset

This is the box that will open up. If your mentor is not already on the list, you will need to click on 'New' to add in your mentor.

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

Add/Change Authorising Mentor MODE Cancel

Please select a Authorising Mentor from the dropdown list. If your Authorising Mentor is not in the dropdown list, please select NEW and add your Authorising Mentor to the system.

Unknown yet

Tim Porter (S) - timothy.porter@uwe.ac.uk

Nicola Liles (S) - nicola.liles@uwe.ac.uk

NEW

Add Authorising Mentor

This will open up another box. Add your mentor's email into the box indicated below and click on 'Find Authorising Mentor' to see if the authorising mentor is on the database already.

'Cancel' button to exit.

Add/Change Authorising Mentor MODE [Cancel](#)

Please select a Authorising Mentor from the dropdown list. If your Authorising Mentor is not in the dropdown list, please select NEW and add your Authorising Mentor to the system.

NEW ▼

Please enter your Authorising Mentor email address, and then click the 'Find' button to search the TMS database of Authorising Mentor.

Authorising Mentor Email:

[Find Authorising Mentor](#)

If they are not, and you cannot select them from the list, you will then be prompted to enter some basic information about your mentor.

After you have added your mentor details, you will have access to enter timesheet information.

You can either enter details one day at a time or if you have completed regular shifts across the week, it might be easier to click on the 'expand Quick-fill shifts' link shown with the arrow below.

Timesheet Status: In Progress

Hours Authorised By: Unknown yet

[Add Authorising Mentor](#)

Total Worked Hours: 0.00

- Record all the hours you have completed on placement, including practice hours and SOLD/Simulation/Work Based Learning days
- Make an entry for every day, so choose 'Day Off' from the drop down if you are not scheduled to be on placement
- If you were absent on a day you were due to be on placement, tick 'Absent' and choose a reason:
Sickness = not on placement due to sickness
Absence = not on placement for any other reason

Click here to expand Quick-fill shifts or edit one day at a time, below

Date	Time IN	Time OUT	Breaks	Worked Hours	Absent	Absence Reason	Approved By	Day Off	Actions
Mon 21/09/20	00.00	00.00	0.00	0.00			Unknown yet		Edit Reset
Tue 22/09/20	00.00	00.00	0.00	0.00			Unknown yet		Edit Reset
Wed 23/09/20	00.00	00.00	0.00	0.00			Unknown yet		Edit Reset
Thu 24/09/20	00.00	00.00	0.00	0.00					Edit Reset

This enables you to enter details on multiple days at a time.

First enter the 'Day Type': this is either 'Hours Worked' or 'Day off'. You then need to click on the days this autofill is relevant for. For example if you worked 9 – 5.30 Monday to Friday with a 30 minute break each day, you would click on 'Hours Worked', then on all the Monday – Friday boxes. Then you would enter 09.00 in the time in box, 17.30 in the time out box and put in 0.30 in the break box. Click on Fill the Day and all these days and times will be populated.

You can see this in the example below:

- Record all the hours you have completed on placement, including practice hours and SOLD/Simulation/Work Based Learning days
- Make an entry for every day, so choose 'Day Off' from the drop down if you are not scheduled to be on placement
- If you were absent on a day you were due to be on placement, tick 'Absent' and choose a reason:
Sickness = not on placement due to sickness
Absence = not on placement for any other reason

Click here to collapse Quick-fill shifts or edit one day at a time, below

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

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

*** Time IN** 09:00 ***Time OUT** 07:30 **Breaks** 00:30 **Approved By** **Worked Hours** To be calculated

If **ABSENT**, please tick the box and select the absence reason

Absent (Whole shift) **Absence Reason** Please Select ▾

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

If your week is more complicated than this you can edit the timesheets one day at a time. Click on 'edit' on the right hand side as below.

Click here to expand Quick-fill shifts or edit one day at a time, below

Date	Time IN	Time OUT	Breaks	Worked Hours	Absent	Absence Reason	Approved By	Day Off	Actions
Mon 21/09/20	00.00	00.00	0.00	0.00			Unknown yet		Edit Reset
Tue 22/09/20	00.00	00.00	0.00	0.00			Unknown yet		Edit Reset

Next, you then need to click on the drop down box on the left hand side of the screen and choose either 'Hours Worked' or 'Day Off'. If you are submitting details for 'Hours Worked' enter the time your shift started and ended and add the amount of time you were on a break. Click Save on the right hand side. There is a box for comments at the bottom, these comments are just to explain anything to your mentor that you think might be helpful for them. If you select 'Day Off', the line will complete automatically.

Please either use the **Quick Fill** facility and adjust your **TIME IN, TIME OUT, ABSENCE HOURS** and your total **BREAKS** as needed; or simply use time picker to mark your **TIME IN, TIME OUT, ABSENCE HOURS** and your total **BREAKS** for this particular day.

Date	Time IN	Time OUT	Breaks	Worked Hours	Absent	Absence Reason	Approved By	Day Off	Actions		
Hours Worked ▾	09:00 ⌚	17:30 ⌚	00:30 ⌚	-	<input type="checkbox"/>	Please Select ▾	<input type="text"/>	-	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	<input type="button" value="Reset"/>
Mon 21/09/20											
Tue	22/09/20	00.00	00.00	0.00	0.00		Unknown yet		<input type="button" value="Edit"/>	<input type="button" value="Reset"/>	
Wed	23/09/20	00.00	00.00	0.00	0.00		Unknown yet		<input type="button" value="Edit"/>	<input type="button" value="Reset"/>	
Thu	24/09/20	00.00	00.00	0.00	0.00		-		<input type="button" value="Edit"/>	<input type="button" value="Reset"/>	
Fri	25/09/20	00.00	00.00	0.00	0.00		-		<input type="button" value="Edit"/>	<input type="button" value="Reset"/>	
Sat	26/09/20	00.00	00.00	0.00	0.00		-		<input type="button" value="Edit"/>	<input type="button" value="Reset"/>	
Sun	27/09/20	00.00	00.00	0.00	0.00		-		<input type="button" value="Edit"/>	<input type="button" value="Reset"/>	

List of Your Comments:

Please only add comments which directly relate to timesheets and which will clarify any ambiguities for your mentors. E.g. if you have worked across multiple sites, worked with multiple mentors.

New Comment:

You need to submit data for every day including days off - even if you are not scheduled to work eg at the weekends, you need to add data for every day or your timesheet will not be able to be submitted.

Once all your days have an entry next to them, you can click on 'Submit Timesheet'

If you prefer to enter your times on a daily basis, you can click 'Save for Later' and this will save the data until you are ready to submit your timesheet.

[Click here to expand Quick-fill shifts or edit one day at a time, below](#)

Date	Time IN	Time OUT	Breaks	Worked Hours	Absent	Absence Reason	Approved By	Day Off	Actions
Mon 10/12/18	09.00	17.30	0.30	8.00			Ms Eve Middleton(S)		Edit Reset
Tue 11/12/18	00.00	00.00	0.00	0.00	✓	ABSENCE	Ms Eve Middleton(S)		Edit Reset
Wed 12/12/18	09.00	19.00	1.00	9.00			Ms Eve Middleton(S)		Edit Reset
Thu 13/12/18	08.00	20.00	0.30	11.30			Janet Brown		Edit Reset
Fri 14/12/18	00.00	00.00	0.00	0.00	✓	SICKNESS	Ms Eve Middleton(S)		Edit Reset
Sat 15/12/18	00.00	00.00	0.00	0.00			Ms Eve Middleton(S)		Edit Reset
Sun 16/12/18	00.00	00.00	0.00	0.00			Ms Eve Middleton(S)		Edit Reset

Submit Timesheet

Save For Later

List of Your Comments:

Please only add comments which directly relate to timesheets and which will clarify any ambiguities for your mentors. E.g. if you have worked across multiple sites, worked with multiple mentors.

12/12/2018 :

Absent on 11/12 as car broke down on motorway

Remove Comment

New Comment:

Add Comment

You will then be shown your full list of timesheets for this placement. If you realise that you have made a mistake, you can edit your timesheets. Just add a reason for unlocking into the box and then click on 'Request Unlock'. Please be aware though, that every time you submit a timesheet, this will generate an email to your mentor.

Timesheet Week No	Week Beginning	Week Ending	Authorised By	Worked Hours	Status	Actions
1	22/10/2018	28/10/2018	Mrs Nicola Liles (S) (nicola.liles@uwe.ac.uk)	32.30	Approved	View Edit Submit
2	29/10/2018	04/11/2018	Unknown yet	0	In Progress	View Edit Submit
3	05/11/2018	11/11/2018	Unknown yet	0	In Progress	View Edit Submit
4	12/11/2018	18/11/2018	Mr Tim Porter (S) (timothy.porter@uwe.ac.uk)	30.30	Approved	View Edit Submit
5	19/11/2018	25/11/2018	Mrs Nicola Liles (S) (nicola.liles@uwe.ac.uk)	27.00	Approved	View Edit Submit
6	26/11/2018	02/12/2018	Mrs Nicola Liles (S) (nicola.liles@uwe.ac.uk)	0	In Progress	View Edit Submit
7	03/12/2018	09/12/2018	Unknown yet	0	In Progress	View Edit Submit
8	10/12/2018	16/12/2018	Ms Eve Middleton (S) (eve.middleton@uwe.ac.uk)	28.30	Submitted	View Edit Reason For Unlocking: <input type="text"/> Request Unlock
9	17/12/2018	23/12/2018	Unknown yet	0	In Progress	View Edit Submit
10	24/12/2018	30/12/2018	Unknown yet	0	In Progress	View Edit Submit
11	31/12/2018	06/01/2019	Unknown yet	0	In Progress	View Edit Submit
12	07/01/2019	13/01/2019	Unknown yet	0	In Progress	View Edit Submit

When you click submit, this will send an email to your authorising mentor which will contain a link for them to click on to access your timesheet. They will then have the option to approve or reject your timesheet. If they reject the timesheet, you will then receive an email letting you know that you need to amend a timesheet and re-submit.

Once you have finished entering any details, please log out in the top right hand corner. If you don't, you will sometimes be shown an error next time you try and log in to enter details.



The screenshot shows the UWE Bristol online timesheet interface. In the top left corner, there is the UWE Bristol logo (University of the West of England). In the top right corner, the user's name 'Anstee, David' is displayed next to a user icon, with a 'Log Out' button below it. The main heading is 'Your Timesheets'. Below this, the current placement is 'TMS DUMMY MEDICAL CENTRE', the allocation dates are '22 October 2018 - 13 January 2019', and the total hours on timesheets for this placement is '118.30'. There is also an 'Expand All Timesheets' button on the right side.

If you have any queries, please contact the Arcweb technical support team on sds.operations@uwe.ac.uk or the Practice Support Line on hscpsl@uwe.ac.uk or on 0117 328 1152.

There is further support on the Practice Support Net including frequently asked questions. <https://www1.uwe.ac.uk/students/practicesupportnet/onlinetimesheets.aspx>