

Online Timesheets - Mentor FAQs

Which students are using online timesheets?

UWE Bristol is conducting a pilot of an online timesheet system with a subset of our students. From September 2018, first year Nursing and Midwifery students are using online timesheets as part of a pilot.

Why have you introduced online timesheets?

Online timesheets are a more secure way of sharing data, as well as reducing the amount of paper we use. They will also provide a more reliable audit trail and near real-time data.

What should I do if a student has recorded SoLD (Simulation of Learning Day) hours on their timesheet?

We know you cannot verify if a student has attended SoLD activity. Please tick it off anyway, as this tells us you have checked over the day and they were not in practice with you. We cross-reference SoLD registers to ensure students have attended, and remove hours if they have not.

I don't agree with the practice hours recorded by the student, what should I do?

If there are practice placement hours that you think look wrong, leave them unticked and use the 'Reject Timesheet' button. Remember to leave a comment to tell the student what you are querying.

The link I received by email no longer works, how do I authorise the timesheet?

The link will expire or be invalid if the timesheet has not been signed off within 14 days of the submission date or 14 days of the placement end date, whichever is later. It is also possible the student updated their timesheet with a different authorising mentor, for example if you were unavailable. Don't worry, if we need you to sign off a timesheet you will be automatically sent a new link.

How quickly do I need to authorise a timesheet?

Please authorise the timesheet within five working days. This will help both you and the student to keep on top of their timesheets.