

Presentation by

**UWE Bristol
Professional
Practice Office**

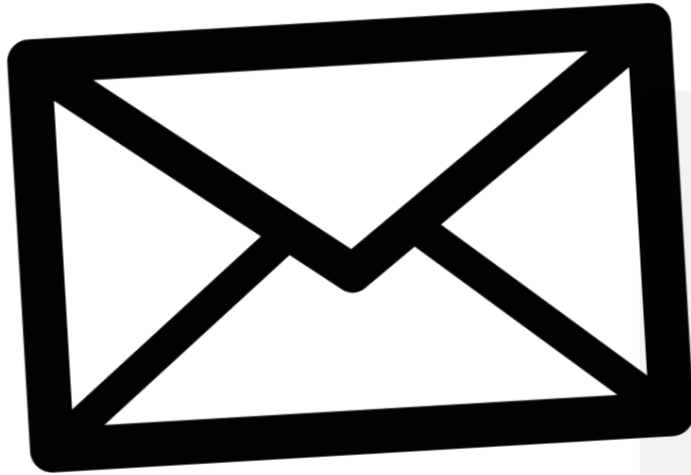
Online Timesheets for Professional Practice

October 2018

UWE Bristol is introducing
online timesheets
for new Nursing and
Midwifery students

will be required to
approve placement
hours online





Dear Mentor,

[Review timesheet](#)



Please review placement hours recorded by **Student Name**

- Check each day and tick all those that are accurate
- Approve if timesheet is correct
- Reject if timesheet is inaccurate

Timesheet for week 01 October 2018 - 07 October 2018

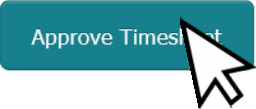
Student: Student Name

Placement: HCP TMS SMD LEVEL 1 GATE 32B (27 August 2018 – 14 October 2018)

Total Worked Hours: 40:30

Total Absence Hours: 3:00

Date	Time IN	Time OUT	Breaks	Worked Hours	Absent	Absence Hours	Absence Reason	Approved By	Night Duty	Day Off	Day Attendance Approved
Mon 01/10/18 SOL Day	09:00	17:30	1.00	07:30		0.00		Ms Jo Earl(S)			✓
Tue 02/10/18	00.00	00.00	0.00	0.00		0.00		Ms Jo Earl(S)		✓	✓
Wed 03/10/18	07.00	18.00	1.00	10.00		0.00		Ms Jo Earl(S)			✓
Thu 04/10/18	12.00	20.00	0.30	7.30		0.00		Ms Jo Earl(S)			✓
Fri 05/10/18	07.00	18.00	0.30	10.30		0.00		Ms Jo Earl(S)			✓
Sat 06/10/18	00.00	00.00	0.00	0.00		0.00		Ms Jo Earl(S)		✓	✓
Sun 07/10/18	00:00	00:00	0.00	0.00	✓	3.00	ABSENCE	Ms Jo Earl(S)			✓



If you notice mistakes or have a query


Sat	06/10/18	00.00	00.00	0.00	0.00		0.00		Ms Jo Earl(S)		✓	✓
Sun	07/10/18	00:00	00:00	0.00	0.00	✓	0:00	ABSENCE	Ms Jo Earl(S)			✓

Please tick against any correct days. Where there are errors, please comment then reject the timesheet.

You were not absent on Sunday – you did a full shift.

Reject Timesheet

In summary:

- New students in the 2018/19 academic year will be using online timesheets
- Returning students will continue with paper timesheets
- You will get an email when you  have an online timesheet to approve
- Tick off the days to sign off the timesheet
- If there is an error you can reject it for the student to correct
- Please approve timesheets within 5 working days

For any issues or questions:

If you have technical problems using
online timesheets, contact
arc.systems@uwe.ac.uk

If you have questions about a student's
practice hours, contact hscpsl@uwe.ac.uk