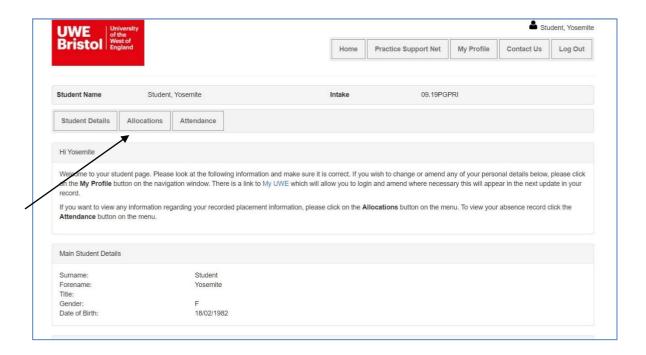# Online Timesheets

Online Timesheets

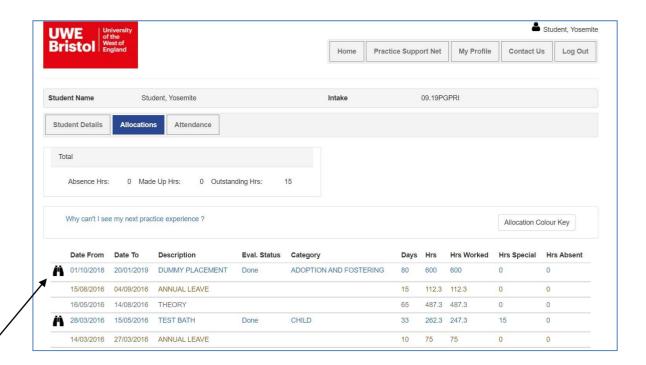Students access the Online Timesheets in ARC POW, The URL is

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

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

Click on the Allocations tab

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

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.

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

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

Your 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

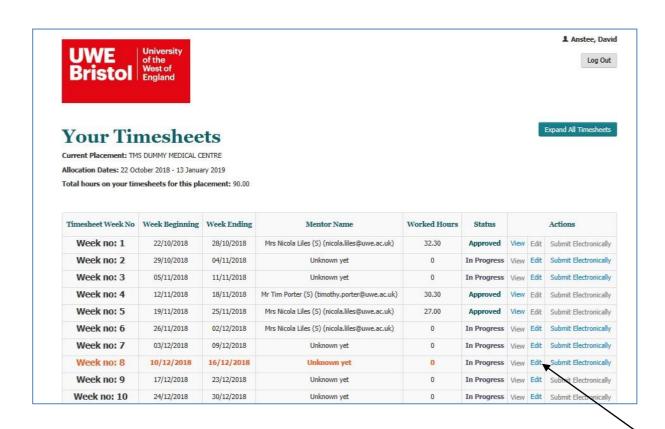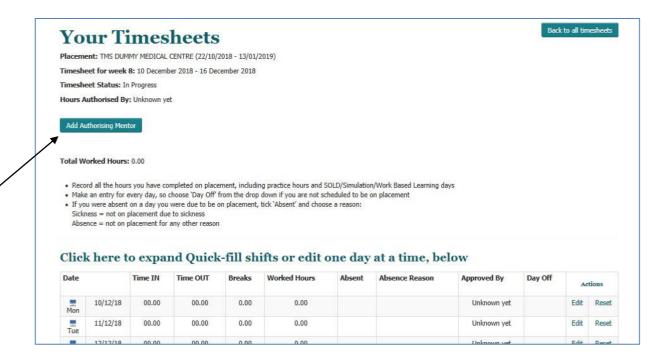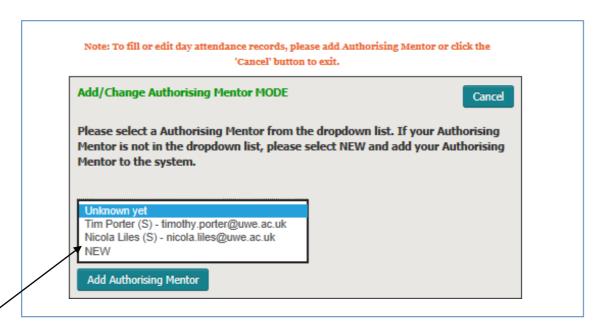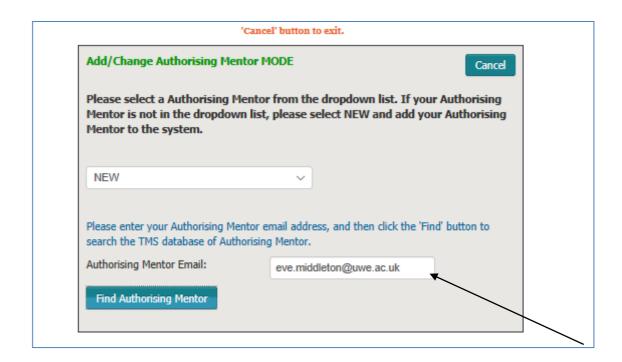**Total Worked Hours:** 0.00

- 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
	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.

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.

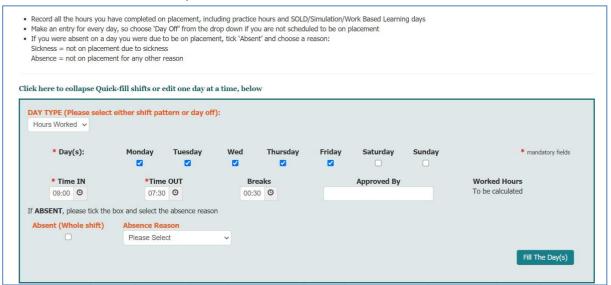This enables you to enter details on multiple days at a time.

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:

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.

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 ⏱	-	☐	Please Select ˅		-	Save Cancel	Reset
🖥 **Mon 21/09/20**										
🖥 22/09/20 Tue	00.00	00.00	0.00	0.00			Unknown yet		Edit	Reset
🖥 23/09/20 Wed	00.00	00.00	0.00	0.00			Unknown yet		Edit	Reset
🖥 24/09/20 Thu	00.00	00.00	0.00	0.00			-		Edit	Reset
🖥 25/09/20 Fri	00.00	00.00	0.00	0.00			-		Edit	Reset
🖥 26/09/20 Sat	00.00	00.00	0.00	0.00			-		Edit	Reset
🖥 27/09/20 Sun	00.00	00.00	0.00	0.00			-		Edit	Reset

Submit Timesheet

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: _____   Add 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: [ ] 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.

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