

Online Timesheets - Student FAQs

Do online timesheets work on my mobile?

It is possible to access PoW and your timesheets on a mobile, but it is much easier to work with on a larger screen. We are hoping to develop the system to make it more mobile-friendly.

What is the best web browser to use?

Online timesheets are optimised for Google Chrome, FireFox and Edge. They will still work on Safari and Internet Explorer. If you have issues please try an alternative browser before contacting us for support.

I can't get into my online timesheets.

Here is our checklist to try before getting in touch with us:

1. **Check you can log into [PoW](#)** - Use your UWE student number and the password we sent you. You can reset your password using the reset link.
2. **Check you have the button to take you to online timesheets** - In PoW, click on Allocations and your current placement. You should see a button to click through to online timesheets.
3. **Click the button to display Your Timesheets**
 - If you get an error message, close the tab and log out of PoW too. Close and reopen your browser and log into PoW. Click the timesheets button again.
 - If you continue to get an error message, please try another browser or delete your browser cookies. (Tip: switching off the browser compatibility setting might also help)

What if I have two separate activities that occur on one day, with different supervisors?

Your mentor should be aware of other activities you have scheduled and can therefore authorise these on your timesheet. You can add comments to the bottom of your timesheet to help your mentor understand the hours worked.

If I do two separate blocks of activity on one day, how do I record that?

You need to record the total number of hours by adjusting your 'Out' (finish) time or length of your break.

How do I record a study day?

SOL days, work based learning days and simulation days should all be recorded on your timesheet as hours worked.

If my mentor is not around to authorise a timesheet, what should I do?

If your mentor goes on leave or is off sick, you can change the mentor authorising your timesheet by using the 'change authorising mentor' button at the top of your timesheet.

I have submitted my timesheet to my mentor, but I have now found out they are on leave and unable to authorise it. What should I do?

You can use the request unlock button on your timesheet, change the mentor using the 'change authorising mentor' button then resubmit.

I have submitted my timesheet but I made a mistake with my hours, what should I do?

You can use the 'request unlock' button on your timesheet, change the hours or absence entered using the edit option, then resubmit.

When should I submit my timesheet?

Please submit your timesheets at the end of every week. It is good to keep on top of them so you don't forget what you have done. You can edit a day at a time and save it as you go.

Can I add two different mentors in a week?

You must always add one mentor who will sign off your whole week. You can add in additional mentors or supervisors by adding their names against a particular day in the 'Approved by' column.

Can my mentor be different each week?

Yes, you can add a different mentor each time you go to edit a week's timesheet. You will need to add their details if they have not been used in the system before.

What happens if my placement runs Sunday to Saturday not Monday to Sunday?

Although timesheets display Monday to Sunday, you can still record a Sunday-Saturday pattern. For example, if your placement attendance started on Sunday 12th March, you would have a timesheet available for week commencing Monday 6th March. You would indicate your hours for the Sunday only. The following week you would record your next Sunday as the last day worked that calendar week (even though for you it is the start of your week).

I am confused about what hours to input.

Input your hours as if you are an employee. You should record the hours you have been doing placement activity. If you are unsure, for example if you have been on community call outs, follow how your mentor logs their hours.

How do I record my breaks?

Breaks don't count as practice hours – only hours that you are actually in practice count. We still need you to indicate your break length as a record for us and your mentor that you are taking the breaks you need.

Does travel count as practice hours?

Travel to start your day or shift at your typical placement base does not count as practice hours. If you are travelling as part of your working day, from one site to another or while on call, this **does** counts as practice hours.

Need help with your online timesheets?

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

If you have questions about your practice hours, contact hscpsl@uwe.ac.uk