


Online Timesheets

Online Timesheets

You need to log on to Arc Pow (Placements on the Web) with the log on details which have been emailed to you to access your allocations.



Username:

Password:

Log On

Reminder: Don't save your login details if you're using a public or shared computer


For ARC PoW queries email: sds.operations@uwe.ac.uk or telephone: 0117 32 84018

If you have forgotten your password, please click [HERE](#) to be sent a password reset e-mail.

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Placements on Web (POW)

Click on the Allocations tab



Student, Yosemite

Home

Practice Support Net

My Profile

Contact Us

Log Out

Student Name

Student, Yosemite

Intake

09.19PGPRI

Student Details

Allocations

Attendance

Hi Yosemite

Welcome to your student page. Please look at the following information and make sure it is correct. If you wish to change or amend any of your personal details below, please click on the **My Profile** button on the navigation window. There is a link to [My UWE](#) which will allow you to login and amend where necessary this will appear in the next update in your record.
If you want to view any information regarding your recorded placement information, please click on the **Allocations** button on the menu. To view your absence record click the **Attendance** button on the menu.

Main Student Details

Surname:

Student

Forename:

Yosemite

Title:

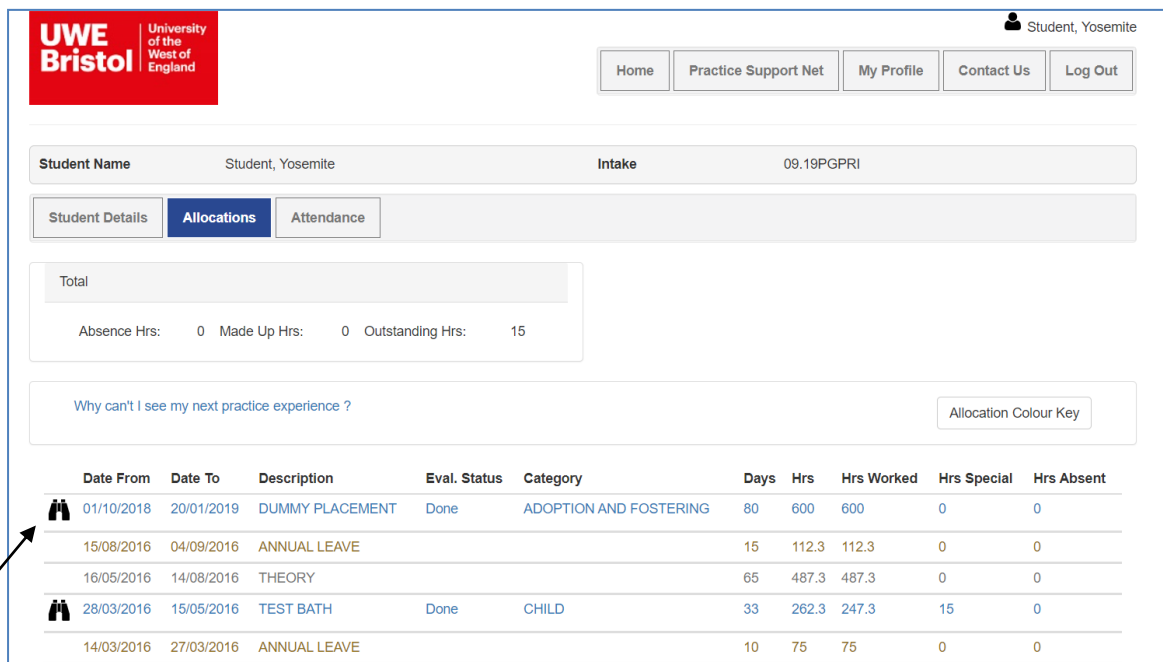
Gender:

F

Date of Birth:

18/02/1982

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

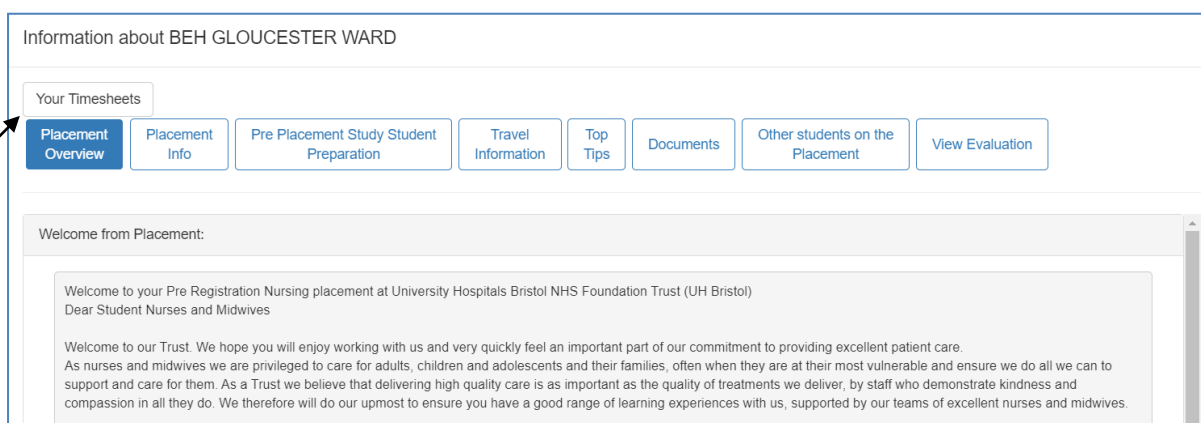


The screenshot shows the UWE Bristol Student Portal. The user is logged in as 'Student, Yosemite'. The 'Allocations' tab is selected. Below the tabs, there is a summary section showing 'Total' with 'Absence Hrs: 0', 'Made Up Hrs: 0', and 'Outstanding Hrs: 15'. A link 'Why can't I see my next practice experience?' is present. Below this is a table of allocations. An arrow points to the binoculars icon next to the 'DUMMY PLACEMENT' allocation.

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.




The screenshot shows the 'Information about BEH GLOUCESTER WARD' page. The 'Your Timesheets' button is highlighted with an arrow. Below the buttons is a 'Welcome from Placement:' section with a message from the University Hospitals Bristol NHS Foundation Trust (UH Bristol).

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.



Anstee, David

Log Out

Your 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

Expand All Timesheets

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

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

Back to all timesheets

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

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

Cancel

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.

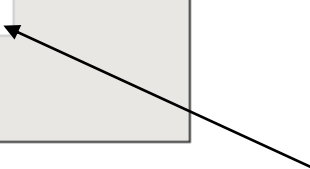
NEW

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

Authorising Mentor Email:

eve.middleton@uwe.ac.uk

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

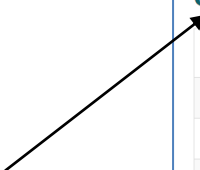
Add Authorising Mentor

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	
 21/09/20	00.00	00.00	0.00	0.00			Unknown yet		Edit	Reset
 22/09/20	00.00	00.00	0.00	0.00			Unknown yet		Edit	Reset
 23/09/20	00.00	00.00	0.00	0.00			Unknown yet		Edit	Reset
 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

☒
☒
☒
☒
☒
☐
☐

☒
☒
☒
☒
☒
☐
☐

*** 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







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 ▾		-	Save	Cancel	Reset
Mon 21/09/20											
 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	
 Fri	25/09/20	00.00	00.00	0.00	0.00		-		Edit	Reset	
 Sat	26/09/20	00.00	00.00	0.00	0.00		-		Edit	Reset	
 Sun	27/09/20	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: <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 'Your Timesheets' page for a user named David Anstee. The UWE Bristol logo is in the top left. The user's name 'Anstee, David' and a 'Log Out' button are in the top right. The main heading is 'Your Timesheets'. Below it, the current placement is 'TMS DUMMY MEDICAL CENTRE', allocation dates are '22 October 2018 - 13 January 2019', and total hours are '118.30'. An 'Expand All Timesheets' button is on the right.

UWE Bristol University of the West of England

Your Timesheets

Current Placement: TMS DUMMY MEDICAL CENTRE
Allocation Dates: 22 October 2018 - 13 January 2019
Total hours on your timesheets for this placement: 118.30

Anstee, David
Log Out

Expand All Timesheets

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>