

**UWE  
Bristol**

University  
of the  
West of  
England

Presentation by

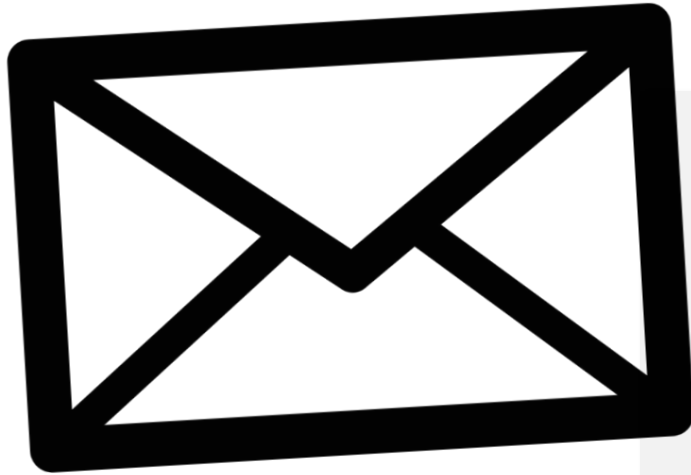
**UWE Bristol  
Professional  
Practice Office**

# Online Timesheets for Professional Practice

# UWE Bristol uses online timesheets for 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

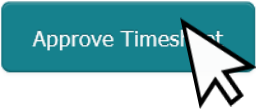
**Student:** Student Name

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

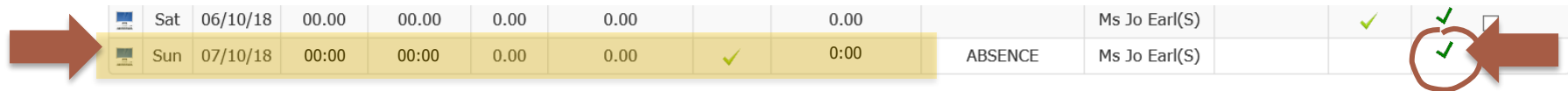
**Total Worked Hours:** 40:30



**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)			<input checked="" type="checkbox"/>
Tue 02/10/18	00.00	00.00	0.00	0.00		0.00		Ms Jo Earl(S)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Wed 03/10/18	07.00	18.00	1.00	10.00		0.00		Ms Jo Earl(S)			<input checked="" type="checkbox"/>
Thu 04/10/18	12.00	20.00	0.30	7.30		0.00		Ms Jo Earl(S)			<input checked="" type="checkbox"/>
Fri 05/10/18	07.00	18.00	0.30	10.30		0.00		Ms Jo Earl(S)			<input checked="" type="checkbox"/>
Sat 06/10/18	00.00	00.00	0.00	0.00		0.00		Ms Jo Earl(S)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sun 07/10/18	00:00	00:00	0.00	0.00	<input checked="" type="checkbox"/>	3.00	ABSENCE	Ms Jo Earl(S)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



# 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)		✓	<input type="checkbox"/>
	Sun	07/10/18	00:00	00:00	0.00	0.00	✓	0:00	ABSENCE	Ms Jo Earl(S)		✓	<input checked="" type="checkbox"/>

**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:

- 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

[sds.operations@uwe.ac.uk](mailto:sds.operations@uwe.ac.uk)

If you have questions about a student's practice hours, contact [hscpsl@uwe.ac.uk](mailto:hscpsl@uwe.ac.uk)