



Timesheets Management System (TMS) Student User Guide

January 2020

Contents

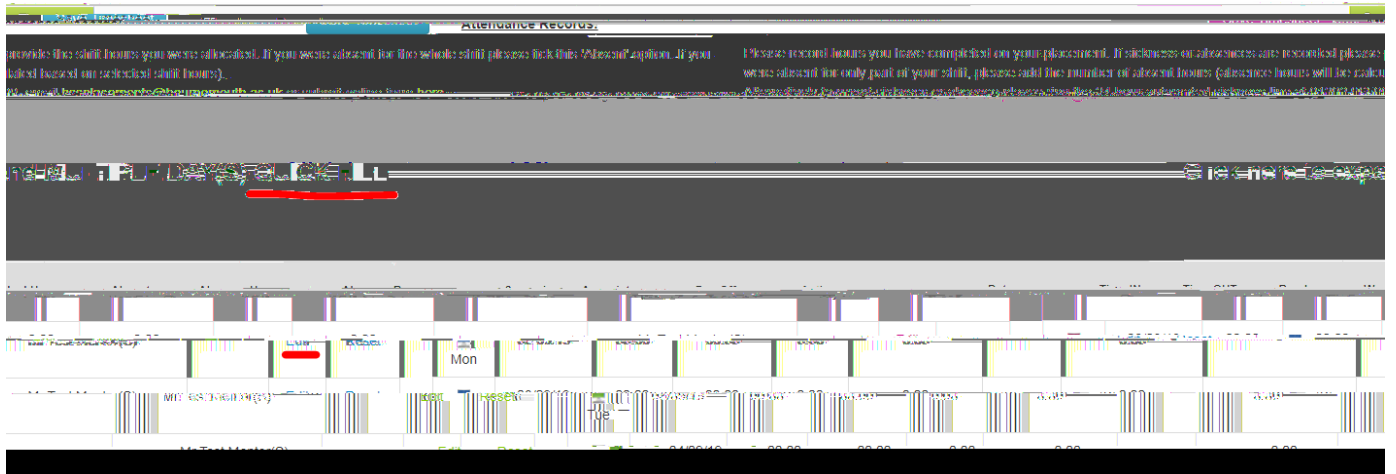
1. Timesheets Management System (TMS)
2. Accessing Online Timesheets
3. Adding a Practice Assessor / Supervisor to your Timesheet
4. Recording Placement Hours
- 5.

Click on the 'Add Practice Assessor / Practice Supervisor' button and a new page will open.

If your Practice Assessor / Supervisor is on the dropdown list, please select the name and your Assessor / Supervisor will be linked.

If your Assessor / Supervisor is not on the list,

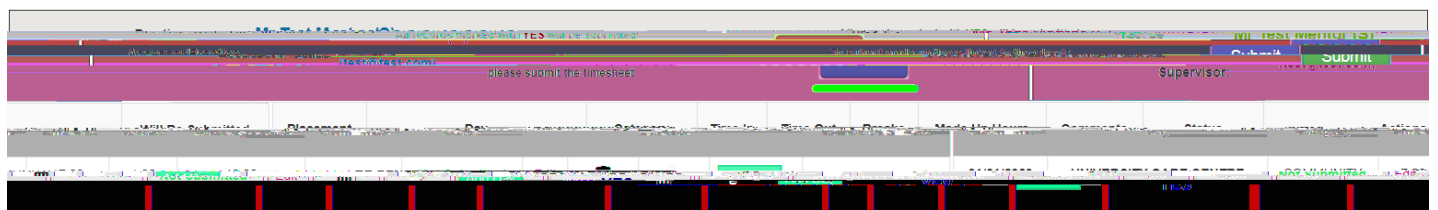
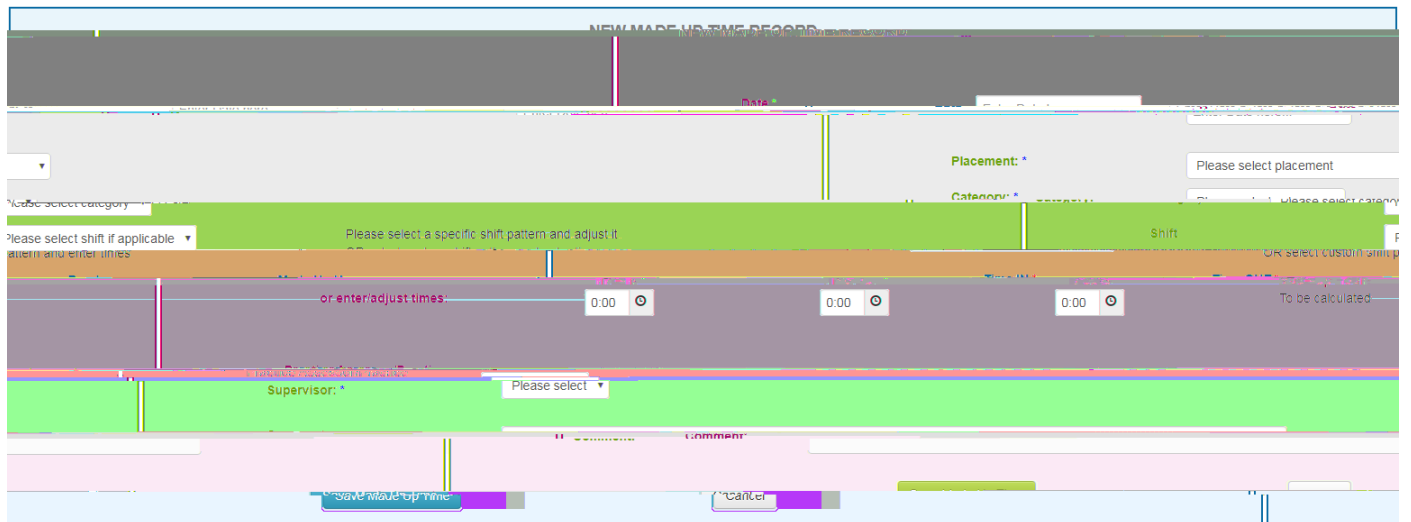
Timesheet	Week	Week	Practice Assessor/Practice	Worked	Absence	Total Worked	Status	Actions			
Week no: 1	26/08/2019	01/09/2019	Unknown yet	40.00	0	40.00	In Progress	View	Edit	Submit Electronically	Submit Paper Version
Week no: 2	02/09/2019	08/09/2019	Practice Assessor (designated)	0	0	0	In Progress	View	Edit	Submit Electronically	Submit Paper Version



Submitting Made Up Time during Placement

Additional placement hours completed outside of the allocation dates should be recorded as Made Up time (you may need to access it via the timesheet from your last placement unless you've been allocated a separate placement block).

If you have completed any made up time during your placement, please select 'Made Up Times' followed by 'Add New Made Up Time'.



When your Practice Assessor / Supervisor approves your timesheet, the status will change automatically to 'Approved'.

Please note that an approved timesheet is subsequently locked and cannot be edited.

If your Practice Assessor / Supervisor rejects the timesheet, you will need to check the comment, amend the timesheet accordingly and then resubmit.

It is student's responsibility to make sure that a Practice Assessor / Supervisor signs all the submitted timesheets.

Students receive 3 types of auto-generated emails:

- TMS - Timesheets Status Change
- TMS - Timesheet Submission Reminder
- TMS - Outstanding Timesheets and/or Made Up Time

All the emails are sent by POW Support (any queries should still be directed to hssplacements@bournemouth.ac.uk).

6. Timesheet and Made up Time Approval Process

When you submit your timesheet electronically, an automated email will be sent to your Practice Assessor / Supervisor with a direct link to your timesheet. No login or password is required to access it, your Practice Assessor / Supervisor just needs to click on the link and the timesheet will open.

Every two weeks the system will send a reminder email to the linked Practice Assessor / Supervisor for any outstanding submitted timesheets.

The cut-off date for approval of timesheets is 3 weeks after the placement ends. It is the student's responsibility to make sure all timesheets are approved.

7. Help and Comments

If you have any TMS related queries or require support please email: hssplacements@bournemouth.ac.uk