

# ARC TIMESHEET MANAGEMENT SYSTEM

## INSTRUCTIONS FOR PRACTICE SUPERVISORS

Electronics timesheets provide an accurate record of student placement hours and aims to save both time and resources for all those involved in student placements.

**From September 2022 onwards, students on the nursing and nursing associate courses will use POW to record their placement hours. This will replace all previous methods of recording placement hours. Paper timesheets, word processed timesheets, and hours recorded on PebblePad or via other formats will **NOT BE ACCEPTED.****

Please carefully read through the instructions below. A video showing the process is available on the university website at <https://www.worcester.ac.uk/about/academic-schools/school-of-nursing-and-midwifery/placement-support/>

The Timesheets Management System (TMS) enables a student to electronically complete and submit a weekly timesheet. The TMS will automatically generate an email to the student’s Practice Assessor or other signatory with a request to approve or reject the timesheet. Once the timesheet has been approved, the student’s hours are automatically transferred into their ARC placement record.

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## INTRODUCTION

The process of timesheet approval is very straightforward. At the end of the working week, the student will complete their timesheet and submit it electronically. Most placement areas will allocate one member of staff, e.g. the ward manager, to approve all timesheets using information from off-duty lists to confirm shifts worked, but this will be reviewed as the pilot testing progresses.

Students will need the following details to be able to submit their timesheets for approval:

- Name of the practice assessor or other signatory
- The PA/signatory email address (This must be an employer's email)
- The PA/signatory phone number
- Job title

The student will add this information to their electronic timesheet before submitting the timesheet.

We recognise that students may be supervised by a variety of staff across a placement week. Students can add the name of their daily supervisor to the electronic timesheet.

The student can add different categories of shift, using the 'Custom' option to enter their own start/finish times. They should also be entering the amount of time they have for their break (unless the organisation's protocol is to include break times as placement hours). The other main categories are:

- Day Off
- Trust Study Day
- Peer Teaching Day (Year 3 students only)

Students will also log placement absence and night duty on the electronic timesheet.

## HOW TO VIEW AND APPROVE A TIMESHEET

After the student has submitted their timesheet, the practice assessor will receive an email from **do\_not\_reply@arcwebonline.com** with the subject line 'WORCESTER Student Timesheet Approval Request for (name of student)'.

The email contains the placement name, student name, the dates of the timesheet, the link to the timesheet, and an expiry date for the timesheet link. The link is active for one month, but it is recommended that timesheets are approved within **5 working days**. This is especially important nearing the deadline for the quarterly HEE placement census surveys, as unapproved hours will not be submitted in the census return.

From: DO NOT REPLY @ARCWEBONLINE.COM

To: Sample Practice Assessor

Date: 01 December 2021

**WORCESTER STUDENT TIMESHEET APPROVAL REQUEST FOR (STUDENT NAME)**

Dear Practice Assessor,

Please click on the link below to view the timesheet submitted by Mickey Mouse for the week commencing 27/09/2021 at Bart Simpson Community Team - TEST:

<https://worc.arcwebonline.com/TMS/Account/MentorTokenAccess?token=753231711202169>

This link expires on 17/12/2021

Should you require any further assistance please email us

Many thanks and kind regards

Placement Team

University of Worcester

The email contains a unique link to arcwebonline.com, when you click the link in the email the timesheet will open. You will see a summary of the timesheet including the dates, and the total number of hours the student says they have worked, and any recorded absence.

**Dear Practice Assessor**

Please review placement hours recorded by Mickey Mouse.

To approve the timesheet please click on the 'Approve Timesheet' button.

If recorded hours are incorrect, please use the last column 'Day Attendance Approved' and tick each correct daily line, write a comment to the student and reject the timesheet by clicking the 'Reject Timesheet' button. The student will amend the timesheet and resubmit it to you.

**Timesheet for week 21 June 2021 - 27 June 2021**

<b>Student:</b>	Mickey Mouse
<b>Placement:</b>	Aardvark House (Test) (07/06/2021 - 18/07/2021)
<b>Total Worked Hours:</b>	45.00
<b>Total Absence Hours:</b>	5.30
<b>Total Made Up Hours:</b>	0.00

Now **scroll down the screen**. You will see a row of entries from Monday – Sunday for the specific placement week.

The timesheet shows the hours the student has logged for each day, together with any absence and the reason for the absence. If the student has entered the name of their supervisor, it will appear in the **Day Supervisor** column.

The **Day Off** column will be ticked if the student has indicated they were off duty that day.

The example below also shows that Saturday was a day off, and the student was off sick on Sunday.

**Attendance Records:**

Date	Time IN	Time OUT	Breaks	Worked Hours	Absent	Absence Hours	Absence Reason	Day Supervisor	Day Off	Day Attendance Approved
Mon 21/06/21	08.00	18.00	1.00	9.00		0.00		Sally Sample		<input type="checkbox"/>
Tue 22/06/21	08.00	18.00	1.00	9.00		0.00		Sally Sample		<input type="checkbox"/>
Wed 23/06/21	08.00	18.00	1.00	9.00		0.00		Sally Sample		<input type="checkbox"/>
Thu 24/06/21	08.00	18.00	1.00	9.00		0.00		Sally Sample		<input type="checkbox"/>
Fri 25/06/21	08.00	18.00	1.00	9.00		0.00		Sally Sample		<input type="checkbox"/>
Sat 26/06/21	00.00	00.00	0.00	0.00		0.00		Sally Sample	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sun 27/06/21	10.00	16.00	0.30	0.00	<input checked="" type="checkbox"/>	5.30	Sickness Absence - Practice	Sally Sample		<input type="checkbox"/>

No made up time records yet.

If the submitted timesheet is correct, please select Approve Timesheet.

[Approve Timesheet](#)

## Approving a Correct Timesheet

If you are happy that the whole timesheet is correct, just click on the **'Approve Timesheet'** button. (You don't need to tick them individually if the whole sheet is correct). The timesheet is now **approved**, and no further action is necessary.

**Attendance Records:**

Date	Time IN	Time OUT	Breaks	Worked Hours	Absent	Absence Hours	Absence Reason	Day Supervisor	Day Off	Day Attendance Approved
Mon 28/06/21	14.30	22.30	1.00	7.00		0.00				<input type="checkbox"/>
Tue 29/06/21	00.00	00.00	0.00	0.00		0.00			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wed 30/06/21	14.30	22.30	1.00	7.00		0.00				<input type="checkbox"/>
Thu 01/07/21	00.00	00.00	0.00	0.00		0.00		Sally Sample		<input type="checkbox"/>
Fri 02/07/21	14.30	22.30	1.00	7.00		0.00				<input type="checkbox"/>
Sat 03/07/21	00.00	00.00	0.00	0.00		0.00			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sun 04/07/21	00.00	00.00	0.00	0.00		0.00			<input checked="" type="checkbox"/>	<input type="checkbox"/>

No made up time records yet.

If the submitted timesheet is correct, please select Approve Timesheet.

[Approve Timesheet](#)

You will then see a confirmation message.



## Rejecting Incorrect Timesheet Entries

If there is an error in the timesheet e.g., the student has not recorded a break or sickness day, or has recorded incorrect hours, you need to first:

- Tick all days which are **correct**. Any unticked days will be rejected once you have followed the next step.
- Add a comment at the bottom of the timesheet to explain the error and click on **'Reject Timesheet'**. The student will then receive an automated email requiring them to correct the error and resubmit the timesheet, and you will receive a further advisory email with a new link to approve the timesheet.

NOTE: ARC will display 7½ hours as 7.3 (meaning 7hrs 30 minutes).

In the example below, the practice assessor has accepted all days except for the Monday. They have ticked each **individual correct row**. The incorrect day is NOT TICKED.

**Attendance Records:**

Date	Time IN	Time OUT	Breaks	Worked Hours	Absent	Absence Hours	Absence Reason	Day Supervisor	Day Off	Day Attendance Approved
Mon 21/06/21	08.00	18.00	1.00	9.00		0.00		Sally Sample		<input type="checkbox"/>
Tue 22/06/21	08.00	18.00	1.00	9.00		0.00		Sally Sample		<input checked="" type="checkbox"/>
Wed 23/06/21	08.00	18.00	1.00	9.00		0.00		Sally Sample		<input checked="" type="checkbox"/>
Thu 24/06/21	08.00	18.00	1.00	9.00		0.00		Sally Sample		<input checked="" type="checkbox"/>
Fri 25/06/21	08.00	18.00	1.00	9.00		0.00		Sally Sample		<input checked="" type="checkbox"/>
Sat 26/06/21	00.00	00.00	0.00	0.00		0.00		Sally Sample	✓	<input checked="" type="checkbox"/>
Sun 27/06/21	10.00	16.00	0.30	0.00	✓	5.30	Sickness Absence - Practice	Sally Sample		<input checked="" type="checkbox"/>

No made up time records yet.

If the submitted timesheet is correct, please select Approve Timesheet.

[Approve Timesheet](#)

Now scroll down and comment in the box to show what needs amending. This information will be visible to the student when they access their timesheet to amend it.

https://worc.arcwebonline.com/TMS/Mentor/TimesheetForMentor?mentor\_token=232713122021488

Sat	26/06/21	00.00	00.00	0.00	0.00		0.00		Sally Sample	✓	<input checked="" type="checkbox"/>
Sun	27/06/21	10.00	16.00	0.30	0.00	✓	5.30	Sickness Absence - Practice	Sally Sample		<input checked="" type="checkbox"/>

No made up time records yet.

If the submitted timesheet is correct, please select Approve Timesheet.

Approve Timesheet

If you would like to reject the timesheet, please type your comment for the student here:

Student finished at 17:00 on Mon 21 June and therefore worked 8 hours altogether. Please amend.

**NEW !!!**

If the submitted Timesheet is NOT correct, please first use the last column 'Day Attendance Approved' and tick each correct daily line.  
For an incorrect record – please do not tick and add a comment why this daily record was rejected.

Reject Timesheet

Now click **Reject Timesheet**. This will approve all the 'ticked' days and will reject the 'unticked' day.

When the student has corrected the error and resubmitted the timesheet, you will receive a further email link. Click on the link and you will see the amended entry:

**Attendance Records:**

Date	Time IN	Time OUT	Breaks	Worked Hours	Absent	Absence Hours	Absence Reason	Day Supervisor	Day Off	Day Attendance Approved
Mon	21/06/21	08.00	17.00	1.00	8.00	0.00		Sally Sample		<input type="checkbox"/>
Tue	22/06/21	08.00	18.00	1.00	9.00	0.00		Sally Sample		Approved
Wed	23/06/21	08.00	18.00	1.00	9.00	0.00		Sally Sample		Approved
Thu	24/06/21	08.00	18.00	1.00	9.00	0.00		Sally Sample		Approved
Fri	25/06/21	08.00	18.00	1.00	9.00	0.00		Sally Sample		Approved
Sat	26/06/21	00.00	00.00	0.00	0.00	0.00		Sally Sample	✓	Approved
Sun	27/06/21	10.00	16.00	0.30	0.00	✓	5.30	Sickness Absence - Practice	Sally Sample	Approved

No made up time records yet.

If the submitted timesheet is correct, please select Approve Timesheet.

Approve Timesheet

It shows the previously approved entries, plus the amended entry. If you are happy to approve attendance for the rejected entry, tick the **Day Attendance Approved** box. This timesheet is now **fully approved**.

**PLEASE APPROVE TIMESHEETS WITHIN 5 WORKING DAYS**

You will then see a message:

## Dear Practice Assessor

Thank you very much for reviewing the timesheet/made up times of Mickey Mouse.

Placements Support Team

## SPOKE PLACEMENT DAYS

Students attending one or more spoke placement days will need to set up the signatory at the spoke area as the electronic signatory for the specific days in question. TMS allows students to add more than one signatory and the student will add the signatory against the specific shift.

Students will also populate the Comments box with information showing where and when they were on spoke placement.

Fri	05/08/22	00.00	00.00	0.00	0.00	0.00	0.00	Mr Ken Skeletor (S)	Ke Skel
Sat	06/08/22	00.00	00.00	0.00	0.00	0.00	0.00	Mr Ken Skeletor (S)	Ke Skel
Sun	07/08/22	00.00	00.00	0.00	0.00	0.00	0.00	Mr Ken Skeletor (S)	Ke Skel

### List of Your Comments:

• Please add the name and dates of your spoke placement here, and any other comments for your practice assessor/supervisor.

11/08/2022 : Spoke day at Diabetic Clinic on 2.8.22 Remove Comment

New Comment:  Add Comment

Back to homepage

## WHERE TO GET HELP

Please contact [archelp-plast@worc.ac.uk](mailto:archelp-plast@worc.ac.uk) if you need help or advice with about the electronic timesheets.

## TROUBLESHOOTING

### I cannot authorise the timesheet as it has been deactivated.

The timesheet link is time-specific and is active for one month. You will not be able to access the timesheet if the link has expired. Please contact the student and ask them to resubmit the timesheet.

Alternatively, the student may have recalled the timesheet to make a change and a new link will be sent to you once the amended timesheet has been submitted.

**Dear Practice Assessor**

Unfortunately, this timesheet cannot be assessed because the token for it either expired or was deactivated (please note: students are allowed to cancel submission if they need to make a change to the timesheet).

If you have any queries please contact us on: [plast@worc.ac.uk](mailto:plast@worc.ac.uk).

Placements Support Team

**My student has said they have submitted their timesheet, but I have not received the email with the link?**

Please check that the email is not in your spam folder and then ask the student to check that they have used the correct email address. A further automatic email reminder will be sent, including the timesheet link. The student can change the email address and resend the request to approve their timesheet. If this does not work, please email [archelp-PLAST@worc.ac.uk](mailto:archelp-PLAST@worc.ac.uk)

**My student has entered 7.3 in the hours for the shift, but they worked 7 ½ hours – what should I do?**

This is correct for a 7 ½ hour shift. Similarly, 7 ¼ hours would be recorded as 7.15 and 7 ¾ hours would be recorded as 7.45. In this case, you can approve the timesheet.