

How to manage a student's Timesheet?

This document is a step-by-step guide to show you how to complete a student's timesheet for the duration of the placement

You will learn how to:

- Add weeks
- Add scheduled hours
- Complete hours
- Sign off a completed week
- Understand notifications during a student's placement

Accessing your students timesheet

To access your student's timesheet, login to the P@RE system and from your dashboard there will be a section called "Student Timesheets"

Student Timesheets		
Student	Placement	Total Hours 
Test Student 1	Steads Acute - Ward E3	44.00 
Test Student 2	Toms Test Ward - 123	29.45 
Test Student 3	Steads Acute - Ward E3	9.00 
Test Student 4	Toms Test Ward - 123	27.45 

Edit Link

Please note:

This section only shows if you are assigned to at least 1 placement and a student is currently at that placement

The section shows each student's active timesheet, along with the placement name and the total number of hours accumulated to date.

“Click” the edit link to the right of the student's row to access their timesheet

The timesheet page

When a timesheet has been opened for the first time it looks something like the screenshot below. Here you can see the following:

- Information regarding student's timesheet.

- In the blue box after details of the student and the placement, at the bottom of this box shows the total hours and a link to download the students timesheet to a downloadable PDF.
- At the very bottom of the page is a link to “Add a week to the timesheet”, this is the button we use to add any number of weeks the student is at your placement area.

Practice Record of Attendance Placement

The NMC requires all student nurses to complete a minimum of 2,300 practice hours and to have had experience of 24 hours and 7 day care during their programme. This form provides evidence that this requirement is met.

The information provided on this form will be recorded on each individual student record and confirmed to the NMC for registration at the end of the programme.

[See more details >](#)

Placement Details

👤 Student name: Demo Physio User	📅 Cohort: APR_14	📄 Module No: TEST123
📍 Placement: PARE Hospital - A&E	📅 Date: 26/04/2016 → 24/05/2016	
🕒 Total hours on placement : 0.0	📄 Download timesheet as PDF	

🔍 **Day Type:**
 P (Practice), SD (Flexible Study Day), DO (Day Off), A (Authorised Absence), S (Sick),

+ Add a week to the timesheet
Save

Adding a new week

Please note:

This option is available to both yourself and the student, it will nearly always be the student doing this but if they ever fall behind or you want to help the student out the option is here for you to do so.

To add a new week we want to find the button called “Add a week to the timesheet” and **click it**, to bring up a popup box to add our week commencing date.



Add New Timesheet ✕

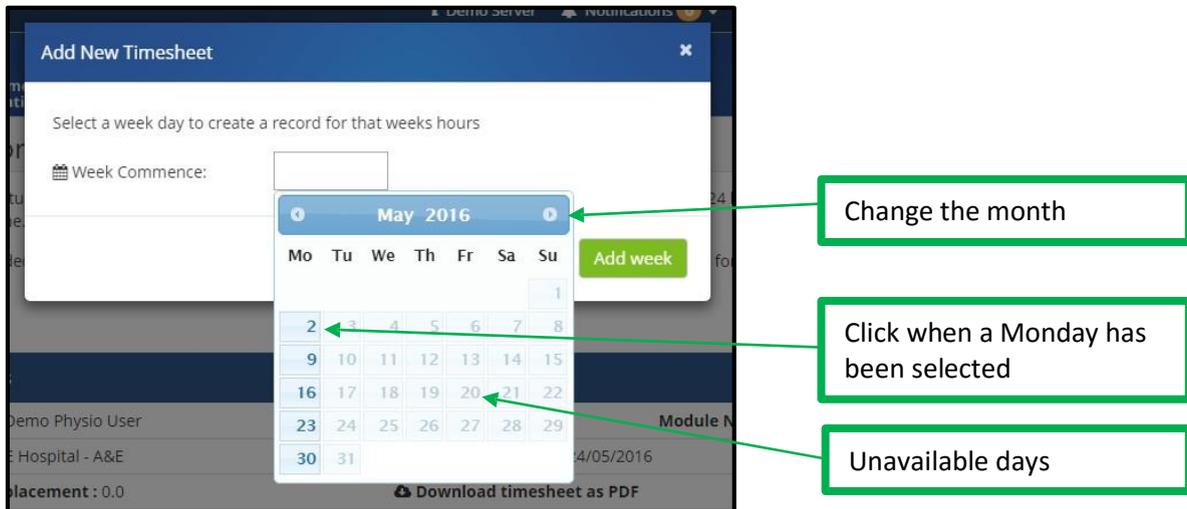
Select a week day to create a record for that weeks hours

📅 Week Commence:

Add week

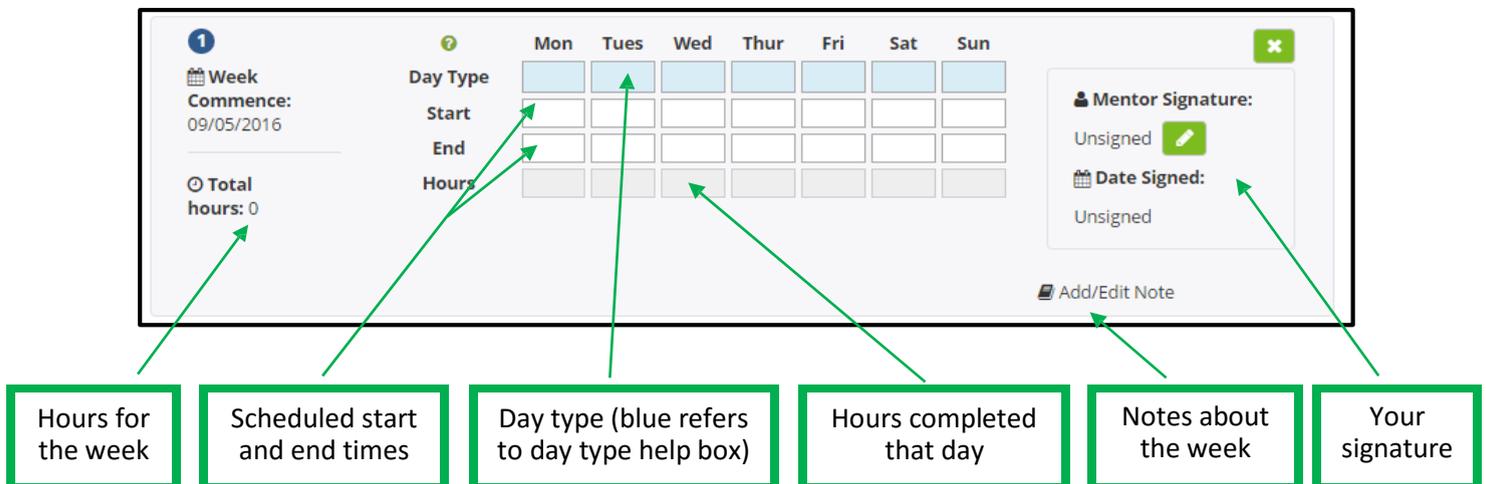
Within the popup box there is a text box for selecting a day for our new week, when you click the text box a date picker will show up. This lets you select an available day to add. Things to consider are:

- You can only select a Monday
- Always use the date picker to choose a date as we only accept the following format dd/mm/yyyy
- Weeks will be hidden if they have already been selected before to prevent duplication



When you have selected a week, **click** the green “Add week” button. Your new week will always appear in week order within all your weeks, so it is easy to find any days shift in the placement cycle.

The layout of the week is shown below:



A breakdown of the week will help you understand this section in more detail

Day Type

The day type is coloured in blue to signify the correlation between this and the day type key found at the top of the weeks in the timesheet.

The example below shows some of the common day types used within the majority of HEIs.

Select box for each day of the week

Day Type:

P (Practice), FSD (Flexible Study Day), PL (Planned Leave), UL (Unplanned Leave), DO (Day Off), A (Absent), S (Sick), SL (Special Leave).

The key

Clicking one of the day types will show you in a clearer form what is been explained above.

When you **click** a day type, a popup box appears and offers you a dropdown box of day types that correspond to the above key.

When you select an option (for example "Practice"), the code will appear in the main field after you click "Add"

So for our first day in our week, we now see a "P" in the day type field, correlating to the key as a "Practice" day that has been added to the week.

Scheduled Time

This is where we add the start and end time for the student's shift for that day. The format for the time is 00:00, when you click on either a start time or end time a "time picker" box will appear (as shown to the right).

This lets you select with the arrows the time you started your shift in 15 minute intervals.

When you have selected your desired time, click away from the box and the time picker will disappear

Hours

By default the hours box is disabled. Hours can only be selected when the day type has been selected, as we only allow you to enter hours into the timesheet if you select either “Practice” or “Flexible Study Day”.

The day types can change between HEIs and professions

The reason for this is because we only want to record the hours the student is actually working on placement or studying as part of their placement either at university or on the ward.

The screenshot shows a weekly timesheet interface. On the left, there's a sidebar with 'Week Commence: 09/05/2016' and 'Total hours: 0'. The main area is a grid with columns for days (Mon-Sun) and rows for 'Day Type', 'Start', 'End', and 'Hours'. The 'Day Type' row shows 'P' for Mon, 'FSD' for Tues, 'PL' for Wed, 'UL' for Thur, 'DO' for Fri, 'A' for Sat, and 'S' for Sun. The 'Hours' row shows input boxes for each day. Green arrows point from labels 'Enabled boxes' (under Mon, Tues, Fri) and 'Disabled boxes' (under Wed, Thur, Sat, Sun) to the corresponding 'Hours' input boxes. On the right, there's a 'Mentor Signature' section with 'Unsigned' and a 'Date Signed' section with 'Unsigned'. An 'Add/Edit Note' button is at the bottom right.

Once you have selected a day type that requires hours to be recorded, you can click the hours box to enter the student's practice hours.

When you click the hours box, an “hour picker” will appear which allows you to select the hours and minutes accordingly.

As an additional feature, if the start and end time are pre-filled, when you click on the hours box it will automatically pre-fill the student's hours for that shift (minus 30 minutes for lunch for longer shifts), this can be adjusted at any time.

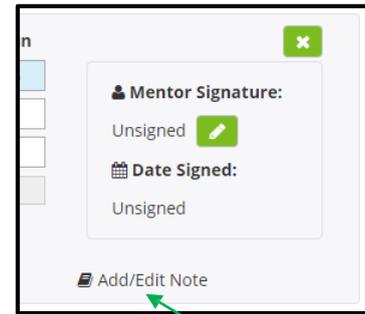
The 'hour picker' dialog box is shown. It has two columns of input fields: '0 hr' and '00 mins'. Above each field is an up arrow and below is a down arrow. At the bottom, there's a text message: 'You must deduct your breaks'. Below the message is a total field showing '0.00' and some empty input boxes.

Notes

The notes are designed for both students and mentors to add any timesheet related details for that week.

For example, if the student was absent for 2 days from the placement, they can then add a note to explain the reason for this absence.

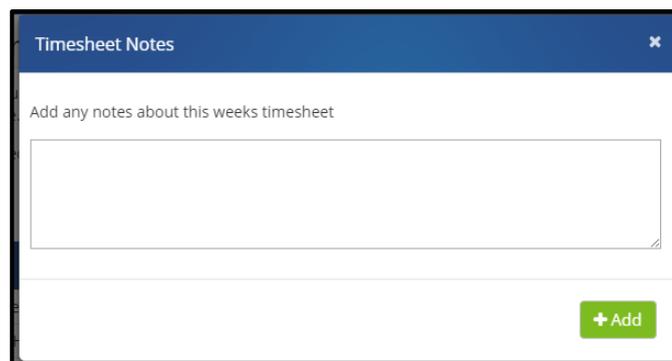
Adding a note is not mandatory.



Click to amend

To add a note, click the text named “Add/Edit Note”

This will open a popup box, from here you can enter any notes relating to the week into the text box. When you have finished **click** the “Add” button.



Your note is now added to the bottom of that week in the timesheet.



Timesheet signatures

The signature is an electronic method of signing off a timesheet week. Electronic signatures are far more secure than paper-based signatures, which can be forged or dates falsified.

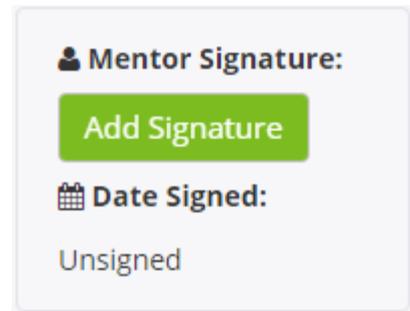
Signatures on our system also have the security measure of locking any associated content. For example, this prevents a student altering their hours after a mentor has signed the week off.

The signature changes depending if either you or your student is logged in, let's go through both with you now.

Signature from your own login (as a mentor)

Signing a timesheet signature from your own account is very simple indeed.

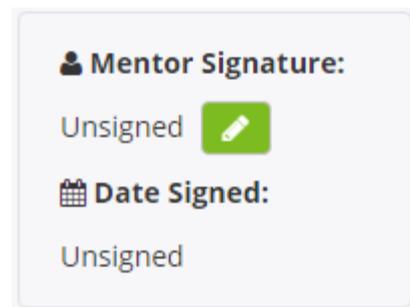
Simply **click** the green “Add Signature” button and that’s it. As you are already logged in, your credentials are confirmed so there is no need for you to do it again.



Signature from student login

From the student screen, they can allow any mentor to sign off a timesheet week by handing over their device or using a PC. As a mentor you can then **click** the green pencil icon.

This will bring up a popup window which will prompt you for your username and password.
(See screenshot below)



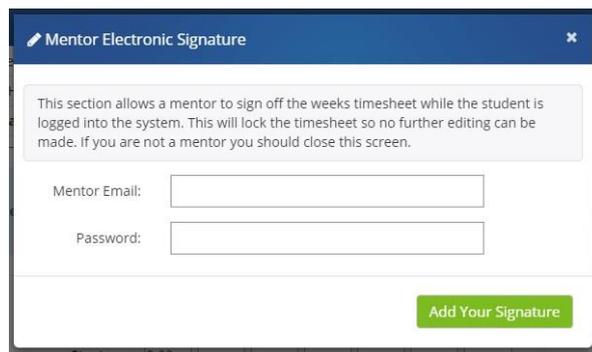
Once you have entered your login credentials, our system will verify you are not only a valid mentor on the system but also check that you are allowed to sign this students

Please note:

Validating your login credentials does not log you into the system, it only confirms you are a valid mentor. When you have finished you can pass the device back to the student and not worry about your details been used again.

timesheet.

If you enter your details incorrectly this screen will stay open and a red warning box will show explaining why your login attempt failed.



Once you have successfully confirmed your login details, your signature will be added and we will lock down the timesheet week and no further changes can be made.

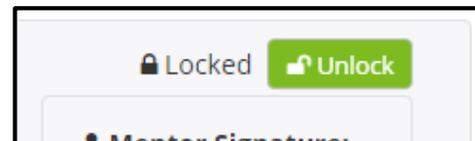
Once a signature has been signed and the timesheet has been locked our week will now look like the following:

As you can see all the text boxes can no longer be changed, the signature box has now displays the information about who signed the week and at what time.

A locked symbol has been placed at the top right section of the week.

To make a change to the week you need to unlock the week which in doing so will remove the signature and allow the details to be amended.

The reason for this ability to unlock a previously signed entry is to allow amendments post signing in the unlikely event of an error being later discovered by the student or mentor. Once amended, a signature will again be required.



The Declaration

Recording the number of night shifts

Students are required to record the number of night shifts they complete over the course of the placement. The timesheet app has an “Estimate” feature which attempts to guess the number of night shifts based on the start and end time given for each day.

If the estimated number is incorrect the student can manually type over this to give the exact amount.



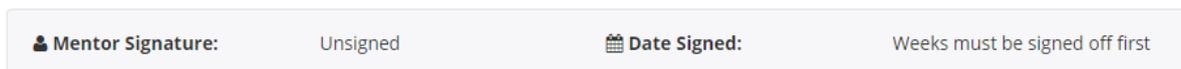
Once recorded, always remember to click “Save” above it to ensure this changed has been saved on the system



Signing off the timesheet

Once all the weeks have been completed and signed off, you will have the option to sign off and verify the entire timesheet at the end of the placement.

If not there will be a message where the signature button is usually placed stating “Weeks must be signed off first”.



The declaration includes the total number of hours for the whole timesheet, the hours are split between the practice hours and the flexible study hours (HEI/Profession dependant).

Underneath that is the total night shifts. This is an editable text box, please make sure that this has been accurately completed as this is important for the student's records. Once you are happy that timesheet has been accurately completed you and your student should sign-off the declaration.

After this, no more action is required from either you or the student.

Notifications during a student placement

1. Timesheet week needing a signature

If a student has been on placement for over 2 weeks and a timesheet week has been filled in without a mentor signature for their completed weeks we send a weekly reminder to yourself to take a look and sign that week off.