Timesheet Management Frequently Answered Questions (FAQs) for Assessors and Supervisors

How do I access the Timesheet?

- After the timesheet is submitted, you will be emailed a link to access it. With this link, you will be able to review timesheets to be approved.
- You do not require a username and password to access the timesheet.
- Please remember that timesheets will be sent to your professional email address, i.e. @nhs.net or @uhb.nhs.uk instead of a personal email address.

Why does the system require a nhs.net email address rather than a personal one?

- This is confirmation for the University that the Assessor / Supervisor has approved hours, as opposed to another ward staff member or friend.
- All Assessor / Supervisors will have an @nhs.net or @uhb.nhs.uk email address.

Can the system be accessed by PC and smart phones/tablets?

- Yes, you are able to access the TMS system via PC, smart phone or tablet.

What is the process for queried hours when there is a disagreement between Assessor / Supervisors and students?

- If the Assessor / Supervisor disagrees with the hours submitted by the student they can reject the timesheet and ask the student to amend and resubmit. The Assessor / Supervisor will then have the option to re-approve the amended hours.

If an Assessor / Supervisor is absent, who else can sign off student timesheets?

Timesheets can be signed by the following staff members:

- Replacement Assessor / Supervisor
- Ward Lead

- Students will need to ensure that they have the @nhs.net or @uhb.nhs.uk email addresses of all their sign off Assessor / Supervisor.

Where can I find the 'Time Sheet Approval Guide" information to support me using the electronic timesheets?

- A copy of the Time sheet Approval Guide will be sent to Practice Placement Managers, which you are able to access.
- If you need further technical support related to time sheet approval, please contact the relevant email address below:
  - Nursing, please email nursing.placements@bcu.ac.uk.
  - Midwifery, please email Midwifery.Placements@bcu.ac.uk.
  - School of Health and Life Sciences, please email Health.Placements@bcu.ac.uk.
  - Education, please email Education.Placements@bcu.ac.uk
  - Social Work, please email SocialWork.Placements@bcu.ac.uk