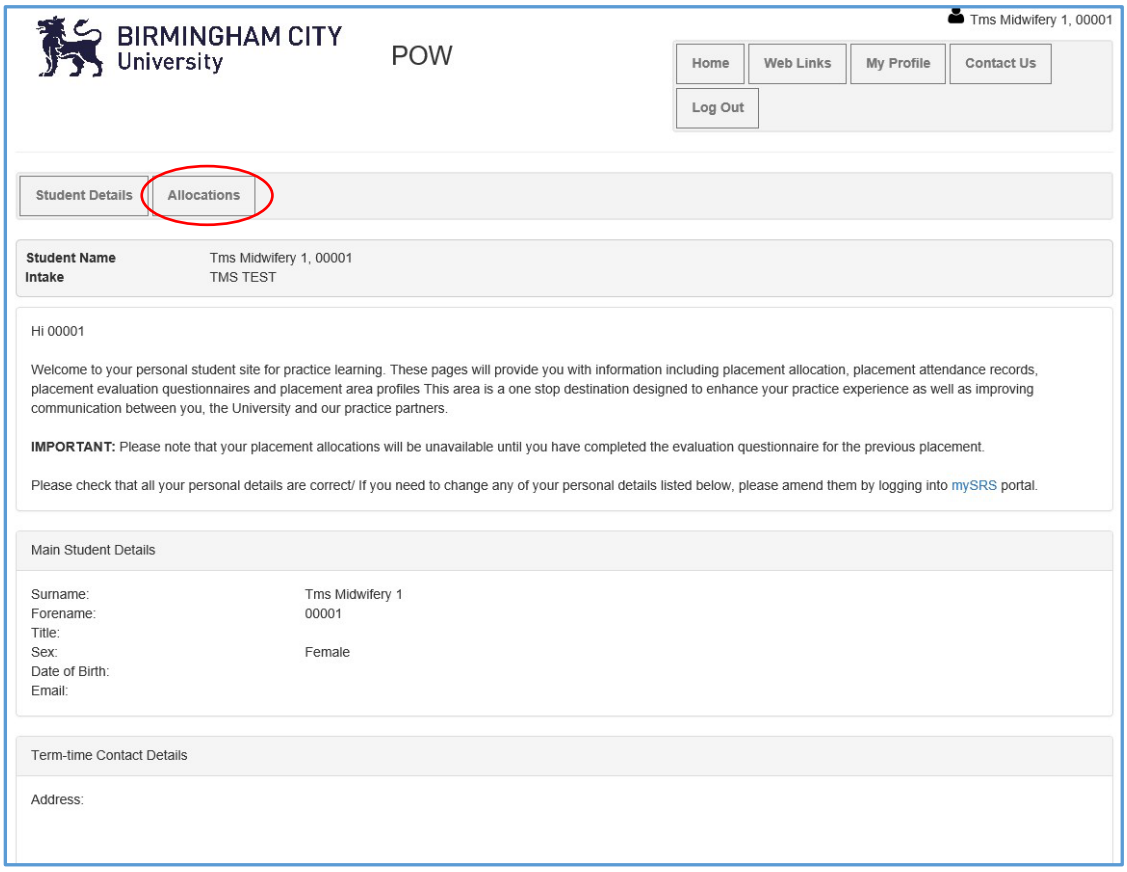
Timesheet Management System – TMS (Accessed via ARC POW)

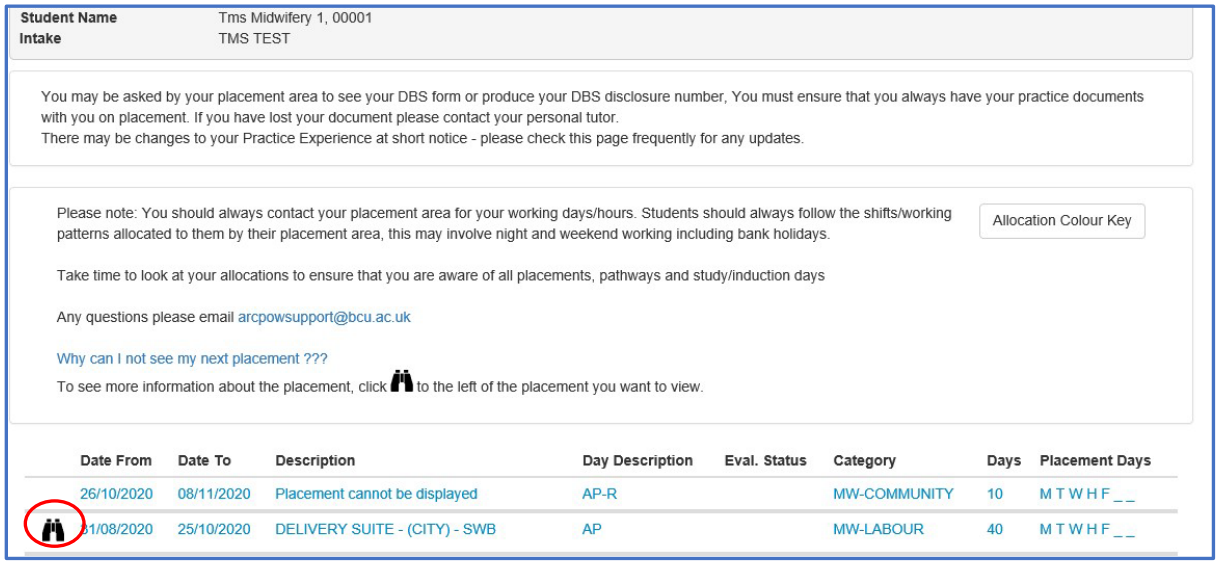
Please follow the instructions Step 1-16 below to successfully submit timesheets using the Timesheet Management System.

1. Student logs in to ARC POW via the link on iCity with the icon or by clicking on this link: https://arc.bcu.ac.uk/newpow

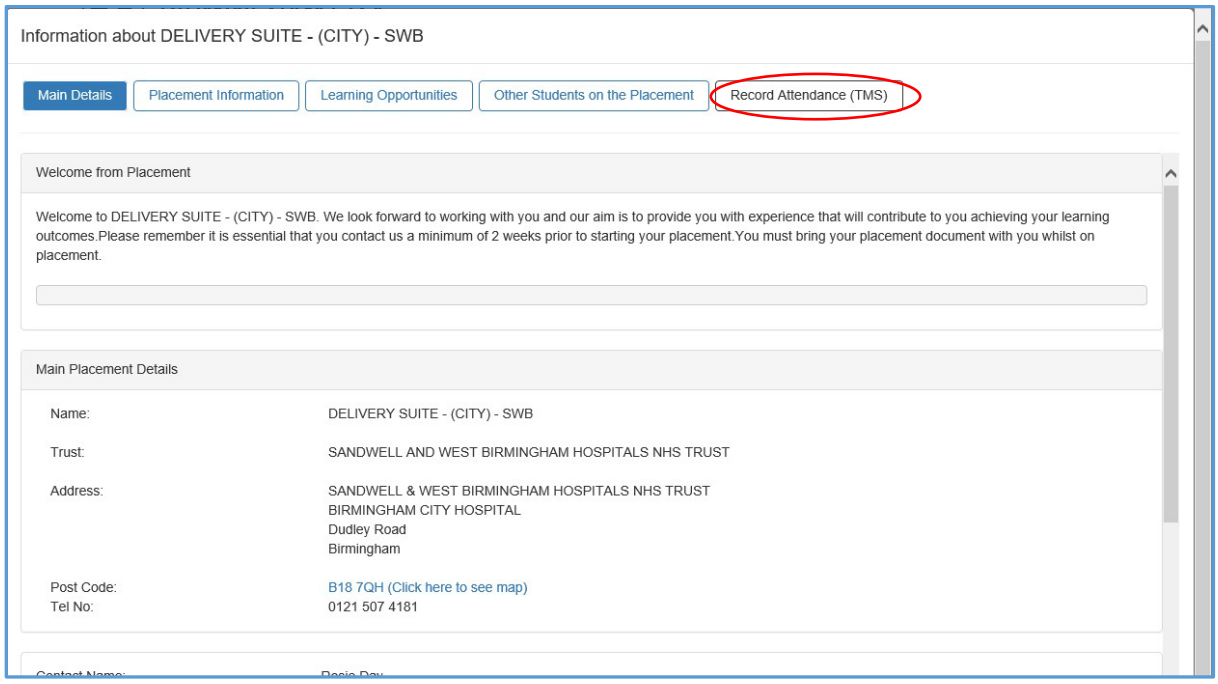
2. Student clicks the 'Allocations' tab to view placement information (see image below).



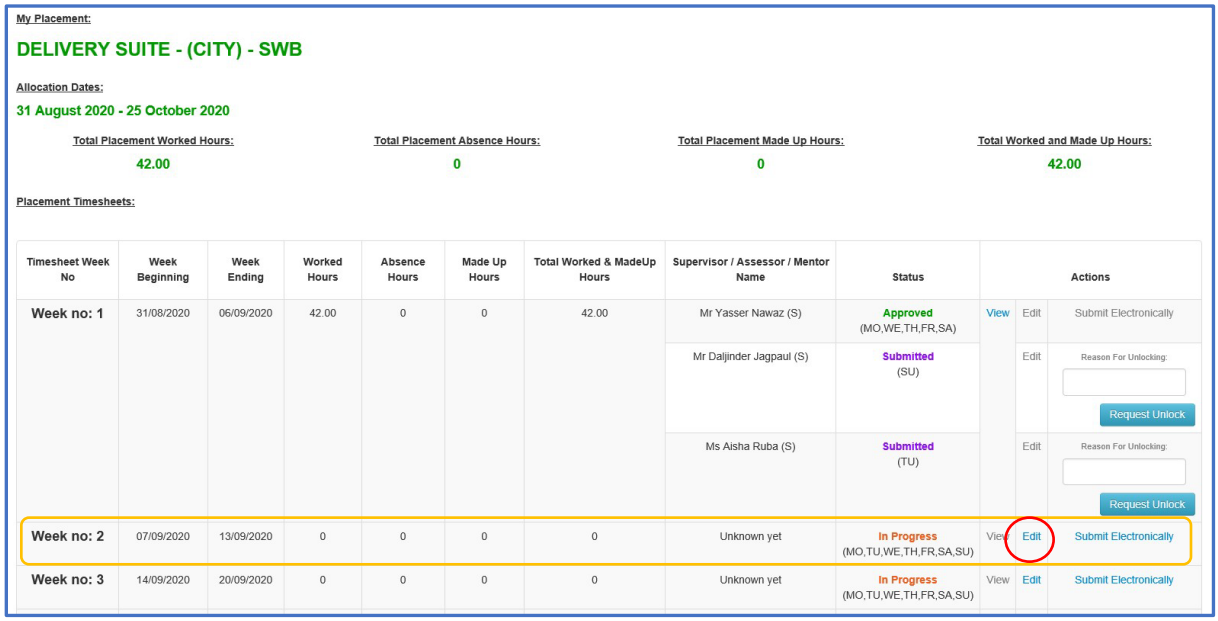
3. Student then clicks on the binoculars for the placement/placement period they are about to go out for (see image below).



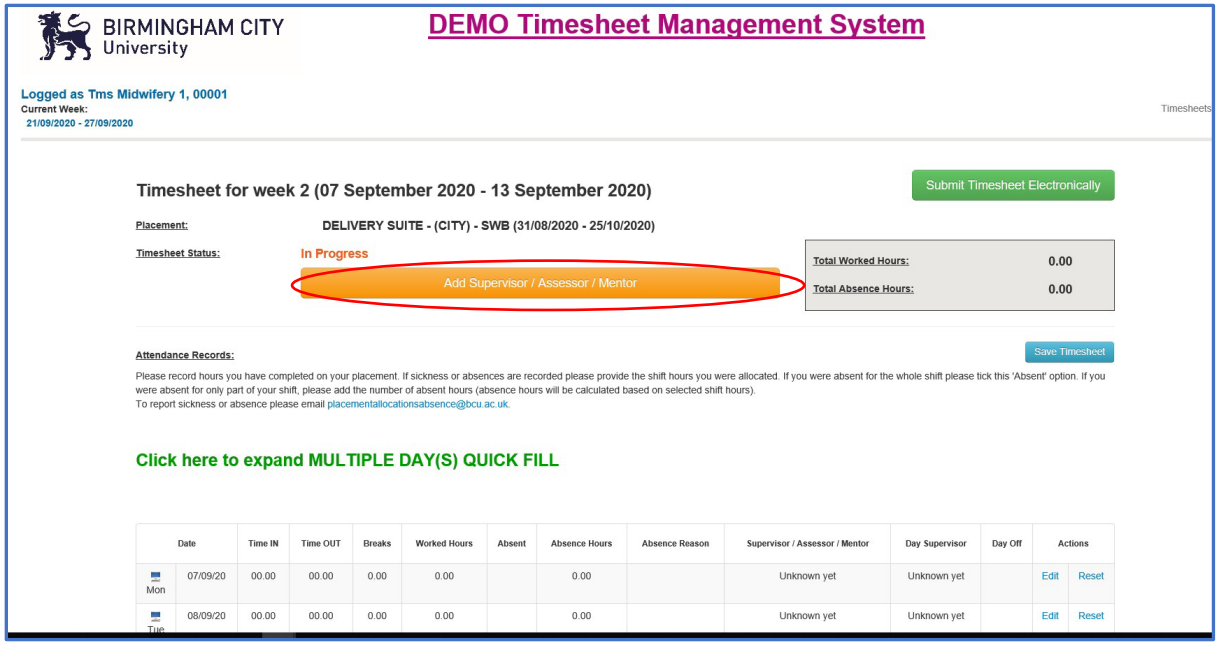
4. The student then clicks on the 'Record Attendance (TMS)' button to access the timesheet (see image below).



5. This brings the student to the 'My Placement Timesheet screen. Select 'edit' for the week you are submitting the timesheet for (circled in red in the yellow box indicating the week the timesheet is being submitted for). Please see image below.

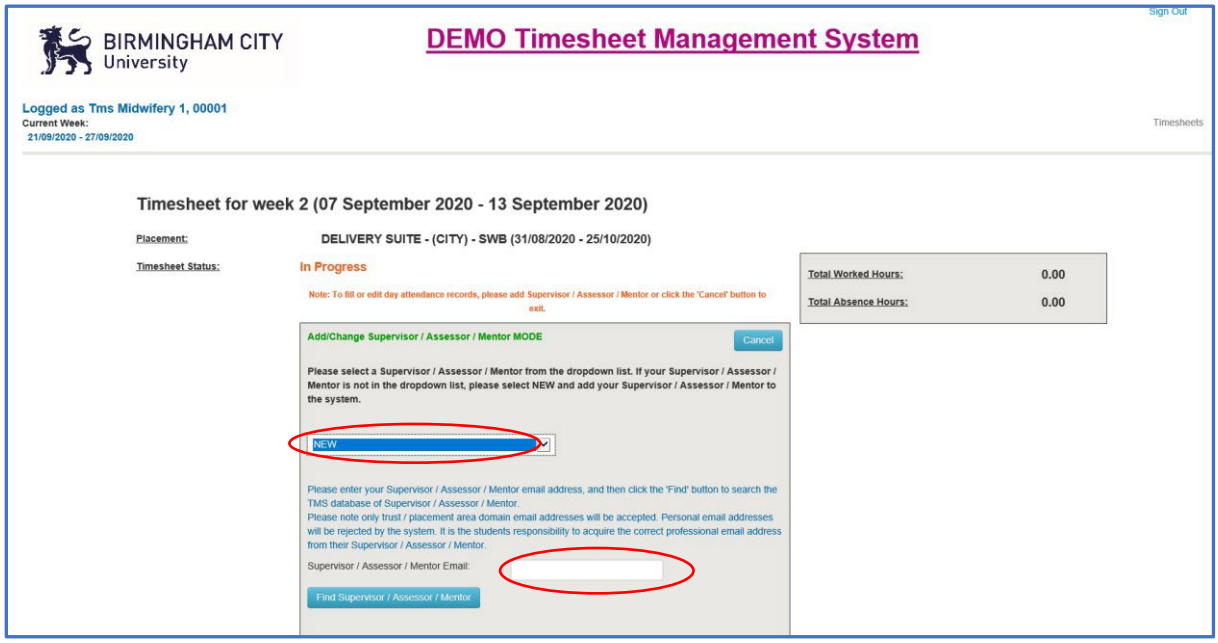


6. Student clicks on the orange box to 'Add Supervisor / Assessor / Assessor / Supervisor (see image below).

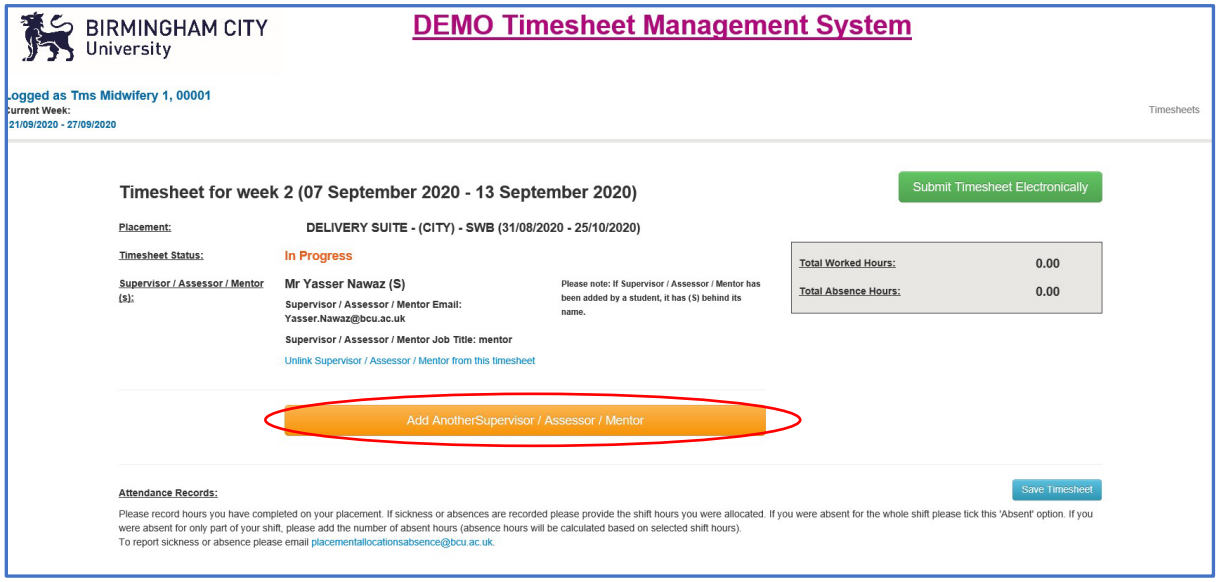


7. Student uses the dropdown box to select 'NEW' for the option to type in the email address of the Assessor / Supervisor, If the Assessor / Supervisor is already on the system, students should be able to select them. Please see image below.

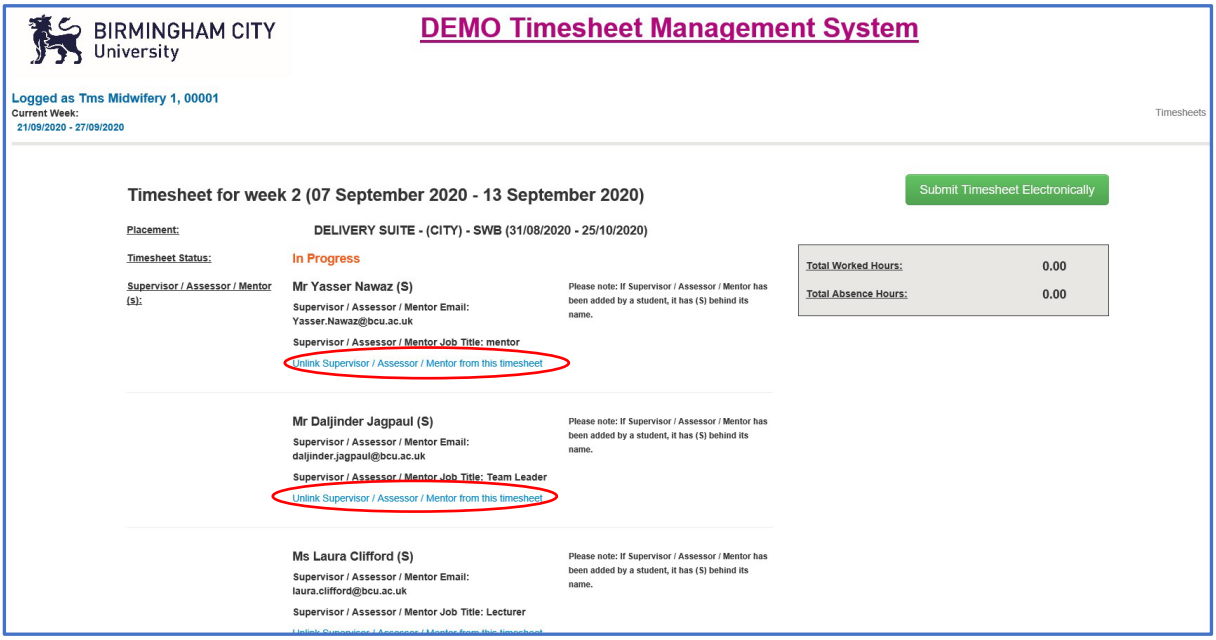
Note: Assessor / Supervisor reports will be regularly received and reviewed to ensure that a qualified Assessor / Supervisor has been selected.



8. Once an Assessor / Supervisor has been selected, the student has the option select another Assessor / Supervisor if they have collaborated with multiple Assessors / Supervisors that week, so that they can approve the specific days linked to them (see image below).

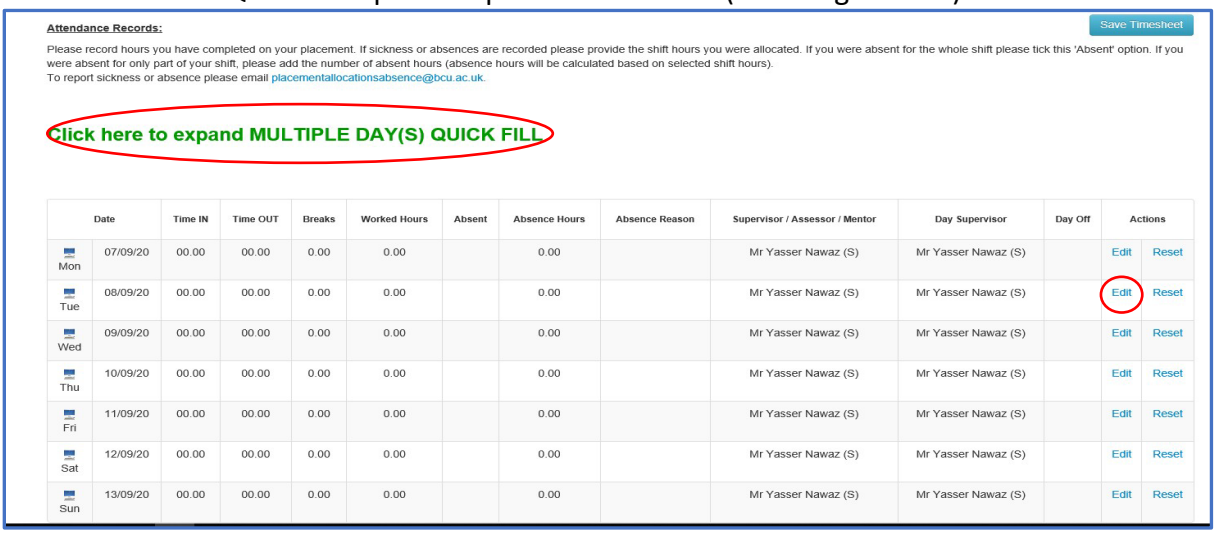


The same process is followed to add as many Assessors / Supervisors the student has worked with that week. The below picture indicates the selection of three Assessors / Supervisors (see image below).



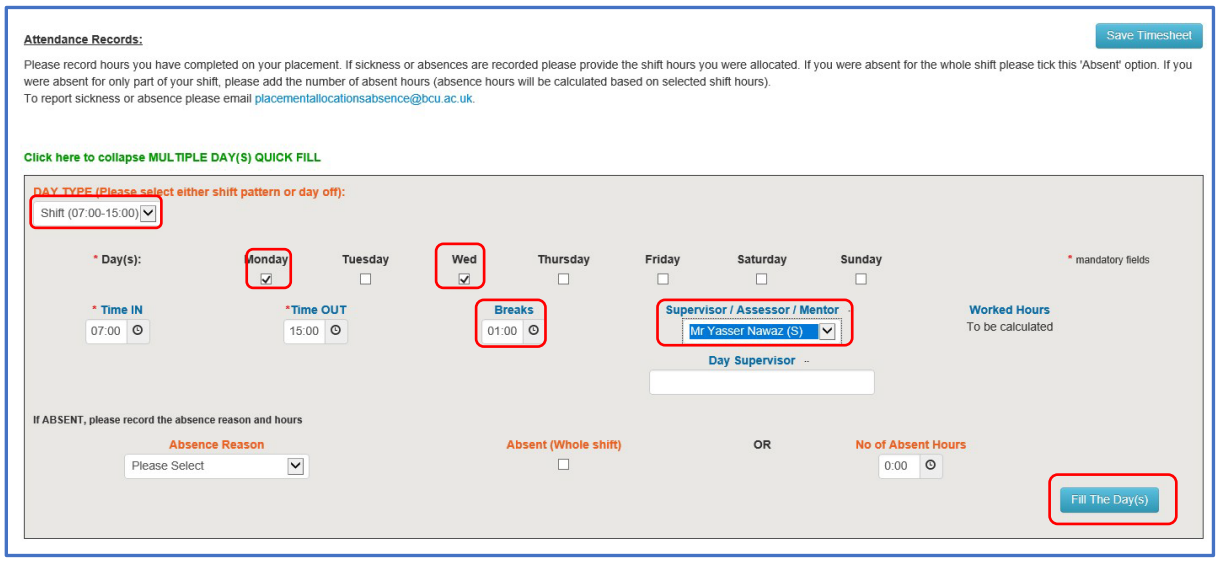
Key point to note. If for some reason one of your Assessor / Supervisor is off and an agreement has been made for someone else with in the placement area to approve the timesheet, there is the option to 'Unlink Supervisor / Assessor' (displayed in blue, below the Assessor / /Supervisor details)

9. Scrolling down the screen the student can then either 'Quick Fill' or edit the timesheet a day at a time if necessary. If several days contain the same shift pattern, then the 'Quick Fill' option is quicker and easier. (see image below).

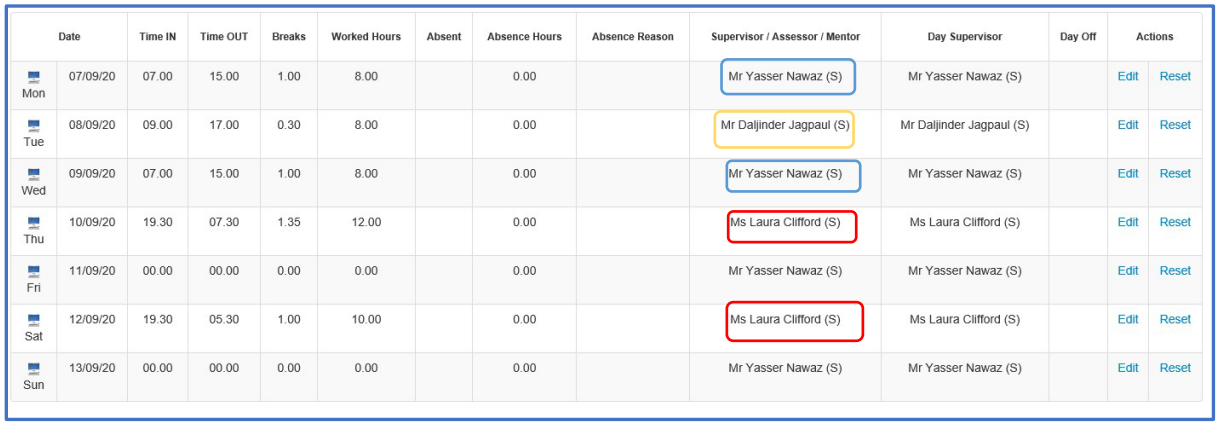


	Date	Time IN	Time OUT	Breaks	Worked Hours	Absent	Absence Hours	Absence Reason	Supervisor / Assessor / Mentor	Day Supervisor	Day Off	Actions	
Mon	07/09/20	00.00	00.00	0.00	0.00		0.00		Mr Yasser Nawaz (S)	Mr Yasser Nawaz (S)		Edit	Reset
Tue	08/09/20	00.00	00.00	0.00	0.00		0.00		Mr Yasser Nawaz (S)	Mr Yasser Nawaz (S)		Edit	Reset
Wed	09/09/20	00.00	00.00	0.00	0.00		0.00		Mr Yasser Nawaz (S)	Mr Yasser Nawaz (S)		Edit	Reset
Thu	10/09/20	00.00	00.00	0.00	0.00		0.00		Mr Yasser Nawaz (S)	Mr Yasser Nawaz (S)		Edit	Reset
Fri	11/09/20	00.00	00.00	0.00	0.00		0.00		Mr Yasser Nawaz (S)	Mr Yasser Nawaz (S)		Edit	Reset
Sat	12/09/20	00.00	00.00	0.00	0.00		0.00		Mr Yasser Nawaz (S)	Mr Yasser Nawaz (S)		Edit	Reset
Sun	13/09/20	00.00	00.00	0.00	0.00		0.00		Mr Yasser Nawaz (S)	Mr Yasser Nawaz (S)		Edit	Reset

10. Student at this stage can 'Fill the Day' when using the 'quick fill' option, as seen in picture below. The shift can be selected or customised to the hours undertaken, breaks and any absences should also be entered. The days on which the shift was undertaken on are ticked and the Assessor / Supervisor is selected from drop down list containing the Assessors / Supervisors initially entered for the week (see image below).



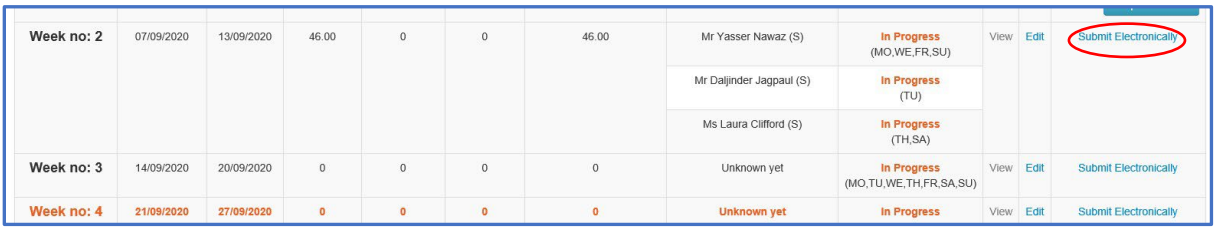
This then populates the main table for the week with the hours populated as seen below. Individual day edits can also be done on this page displaying the table of days for the week as indicated below. All the shifts the student has undertaken for the week are displayed below (see image below).



Date		Time IN	Time OUT	Breaks	Worked Hours	Absent	Absence Hours	Absence Reason	Supervisor / Assessor / Mentor	Day Supervisor	Day Off	Actions	
Mon	07/09/20	07.00	15.00	1.00	8.00		0.00		Mr Yasser Nawaz (S)	Mr Yasser Nawaz (S)		Edit	Reset
Tue	08/09/20	09.00	17.00	0.30	8.00		0.00		Mr Daljinder Jagpaul (S)	Mr Daljinder Jagpaul (S)		Edit	Reset
Wed	09/09/20	07.00	15.00	1.00	8.00		0.00		Mr Yasser Nawaz (S)	Mr Yasser Nawaz (S)		Edit	Reset
Thu	10/09/20	19.30	07.30	1.35	12.00		0.00		Ms Laura Clifford (S)	Ms Laura Clifford (S)		Edit	Reset
Fri	11/09/20	00.00	00.00	0.00	0.00		0.00		Mr Yasser Nawaz (S)	Mr Yasser Nawaz (S)		Edit	Reset
Sat	12/09/20	19.30	05.30	1.00	10.00		0.00		Ms Laura Clifford (S)	Ms Laura Clifford (S)		Edit	Reset
Sun	13/09/20	00.00	00.00	0.00	0.00		0.00		Mr Yasser Nawaz (S)	Mr Yasser Nawaz (S)		Edit	Reset

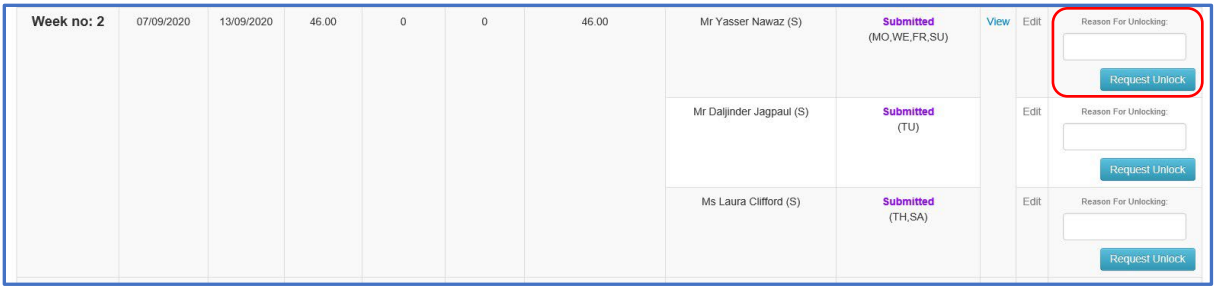
11. At this stage, the student can save the time sheet (see image below).

12. The next step once the hours for a particular week have been added is to submit the timesheet electronically by clicking 'Submit Electronically' You will notice all three Assessor / Supervisors worked with for this week displayed with days assigned to them for approval (see image below).



Week no: 2	07/09/2020	13/09/2020	46.00	0	0	46.00	Mr Yasser Nawaz (S)	In Progress (MO,WE,FR,SU)	View	Edit	Submit Electronically
							Mr Daljinder Jagpaul (S)	In Progress (TU)			
							Ms Laura Clifford (S)	In Progress (TH,SA)			
Week no: 3	14/09/2020	20/09/2020	0	0	0	0	Unknown yet	In Progress (MO,TU,WE,TH,FR,SA,SU)	View	Edit	Submit Electronically
Week no: 4	21/09/2020	27/09/2020	0	0	0	0	Unknown yet	In Progress	View	Edit	Submit Electronically

13. Once a timesheet for the week is submitted the student has an option to 'unlock' the timesheet twice if they have made an error but after this, they would need to contact BCU placement admin staff to unlock. The contact details for our BCU admin support teams are provided on Page 8 beside point 15. (see image below).



Week no: 2	07/09/2020	13/09/2020	46.00	0	0	46.00	Mr Yasser Nawaz (S)	Submitted (MO,WE,FR,SU)	View	Edit	Reason For Unlocking: Request Unlock
							Mr Daljinder Jagpaul (S)	Submitted (TU)		Edit	Reason For Unlocking: Request Unlock
							Ms Laura Clifford (S)	Submitted (TH,SA)		Edit	Reason For Unlocking: Request Unlock

14. Once student submits, the selected Assessor / Supervisor will receive an email with a link that takes them straight to the timesheet submitted.

They can then approve or reject the timesheet. The student will receive an email once approved or rejected.

If the timesheet is rejected, student needs to address the reason for the rejection (which the Assessor / Supervisor would have added in the rejection notes and will display in a purple box in TMS – 'Action required') and resubmit for approval.

Once approved, the status will change in the student view to 'Approved' as shown below. Follow the same process for all the weeks on placement within your placement. Wishing you every success on your placements a with the timesheet system

Please note, it is the student's responsibility to liaise with and support their Assessor / Supervisor in relation to approving timesheets but as you will see from the video on BCU iCity Page.

Week no: 2	07/09/2020	13/09/2020	46.00	0	0	46.00	Mr Yasser Nawaz (S)	Approved (MO,WE,FR,SU)	View	Edit	Submit Electronically
							Mr Daljinder Jagpaul (S)	Approved (TU)		Edit	Submit Electronically
							Ms Laura Clifford (S)	Approved (TH,SA)		Edit	Submit Electronically

15. If you need support, please contact the appropriate email address below:

    - Nursing learners, please email nursing.placements@bcu.ac.uk.
    - Midwifery learners, please email Midwifery.Placements@bcu.ac.uk.
    - School of Health and Life Sciences learners, please email Health.Placements@bcu.ac.uk
    - Education learners please email Education.Placements@bcu.ac.uk
    - Social Work learners, please email SocialWork.Placements@bcu.ac.uk

16. Please note placement absences need to be logged on the TMS system. Learners need to report absence via MySRS as per university attendance and follow Trust or placement area procedures for reporting absences to your placement areas.