

Timesheet Approval process for Assessors / Supervisors (TMS)

3 simple steps

Step 1

The Supervisor / Assessor receives an email once student has submitted their completed hours for the week on the timesheet management system (TMS). The hours submitted will be the hours worked with the Supervisor / Assessor

The Supervisor / Assessor must click on the hyperlink provided with in the email to view the timesheet

	Wed 23/09/2020 15:56
	donotreply@bcu.ac.uk
	BCU Student Timesheet Approval Request for 00001 Tms Midwifery 1
To Yass	er Nawaz
Dear Sup	pervisor / Assessor / Mentor,
Please cl	ick on the link below to view the timesheet submitted by 00001 Tms Midwifery 1 for the week commencing 31/08/2020 at DELIVERY SUITE - (CITY) - SWB:
<u>https://a</u>	rc.bcu.ac.uk/test/TMS/Account/MentorTokenAccess?token=67423920208
We emp	hasise that the Supervisor / Assessor / Mentor approves the placement as soon as possible to avoid the link expiring and becoming unusable.
Should y	ou require any further assistance please email <u>placementallocations@bcu.ac.uk</u>
Many tha Placeme Birmingh Birmingh	anks and kind regards nt Team nam City University nam
This ema	il has been generated automatically by TMS. Please do not reply to this email.

Step 2

The Assessor / Supervisor automatically accesses the timesheet submitted and can view the hours submitted (No log in details required to access timesheet)

F	BIRMINGHAM CITY	DEMO Timesheet Management System	
Logged as Current Wee 21/09/2020	s Tms Midwifery 1, 00001 k: - 27/09/2020		Timesheets
	Dear Supervisor / Please review placement hours	Assessor / Mentor recorded by 00001 Tms Midwifery 1.	
	To approve the timesheet please click on the If recorded hours are incorrect, please use amend the timesheet and resubmit it to you	The 'Approve Timesheef button. e the last column 'Day Attendance Approved' and tick each correct daily line, write a comment to the student and reject the timesheef by clicking the 'Reject Timesheef' button The student will u.	
	Timesheet for week 31 Student: Piacement: Total Worked Hours: Total Absence Hours: Total Absence Hours:	August 2020 - 06 September 2020 00001 Tms Midwifery 1 DELIVERY SUITE - (CITY) - SWB (31/08/2020 - 25/10/2020) 24.00 0.00 0.00	

	Dat	te	Time IN	Time OUT	Breaks	Worked Hours	Absent	Absence Hours	Absence Reason	Day Supervisor	Day Off	Day Atte Appro
	Mon	31/08/20	07.00	15.00	1.00	8.00		0.00				
	Wed	02/09/20	07.00	15.00	1.00	8.00		0.00				
-	Thu	03/09/20	00.00	00.00	0.00	0.00		0.00				
-	Fri	04/09/20	07.00	15.00	1.00	8.00		0.00				
	Sat	05/09/20	00.00	00.00	0.00	0.00		0.00				
					r	f the submitted times	heet is correct,	No made up time re please select Approve	cords yet. Timesheet.			pprove Tin
					if you wo	f the submitted times	heet is correct, imesheet, pleas	No made up time re please select Approve	cords yet. Timesheet. or the student here:			.pprove Tin
					lf you wo	f the submitted times uld like to reject the t	heet is correct, imesheet, pleas	No made up time re please select Approve se type your comment f	cords yet. Timesheet. or the student here:			pprove Tin
					t you wo	f the submitted times	heet is correct, imesheet, pleas	No made up time re please select Approve se type your comment f	ords yet. Timesheet. or the student here:			pprove Tin

Step 3

Option A – Approval of all Hours submitted on Timesheet

The Assessor / Supervisor can approve the timesheet, if they are happy with all the hours entered, by clicking the green 'approve timesheet' button. This will approve all hours submitted. No need to select specific days by clicking in the little square check boxes.

Option B – Non- Approval of Timesheet

In the scenario where the Assessor / Supervisor rejects all hours submitted, they need to add a comment with reason for the rejection in the box (highlighted in green in the picture above) and then simply click on the 'reject timesheet' button circled.

As soon as a timesheet is rejected the student receives an email notifying them of the rejection. The student will then need to read the reason for the rejection, make the necessary amendments to the timesheet and resubmit or if necessary discuss with Assessor / Supervisor before resubmitting.

Assessor / Supervisor receives a further email with the hyperlink and the same process for approval is followed.

If you have any queries please contact <u>nursingallocations@bcu.ac.uk</u>