



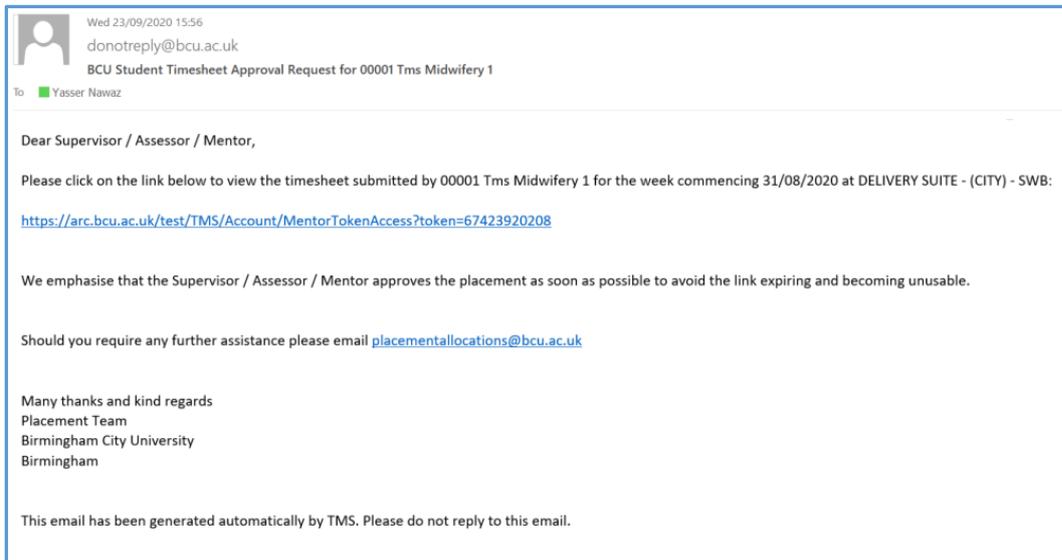
## Timesheet Approval process for Assessors / Supervisors (TMS)

### 3 simple steps

#### Step 1

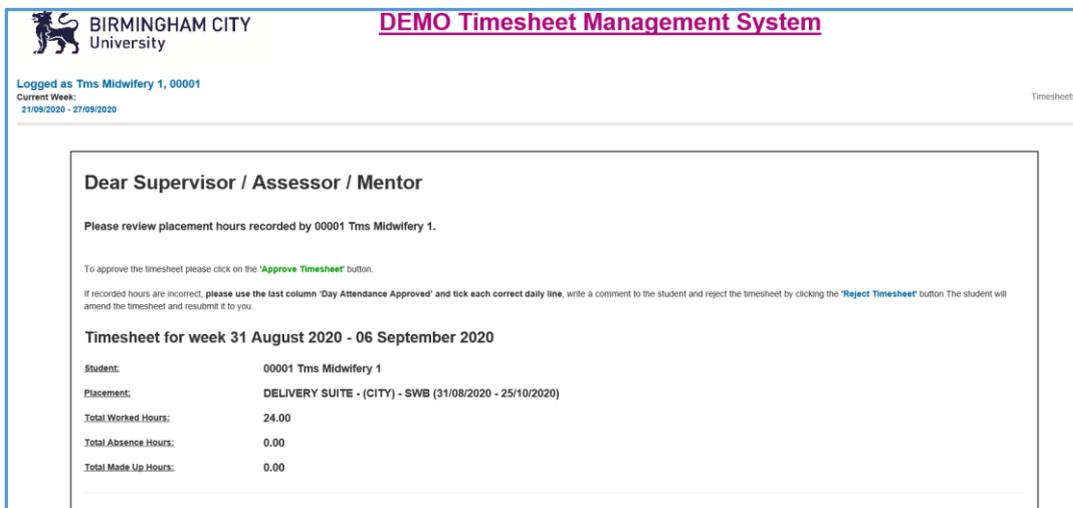
The Supervisor / Assessor receives an email once student has submitted their completed hours for the week on the timesheet management system (TMS). The hours submitted will be the hours worked with the Supervisor / Assessor

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



#### Step 2

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



**Attendance Records:**

	Date	Time IN	Time OUT	Breaks	Worked Hours	Absent	Absence Hours	Absence Reason	Day Supervisor	Day Off	Day Attendance Approved
<input type="checkbox"/>	Mon	31/08/20	07.00	15.00	1.00	8.00	0.00				<input type="checkbox"/>
<input type="checkbox"/>	Wed	02/09/20	07.00	15.00	1.00	8.00	0.00				<input type="checkbox"/>
<input type="checkbox"/>	Thu	03/09/20	00.00	00.00	0.00	0.00	0.00				<input type="checkbox"/>
<input type="checkbox"/>	Fri	04/09/20	07.00	15.00	1.00	8.00	0.00				<input type="checkbox"/>
<input type="checkbox"/>	Sat	05/09/20	00.00	00.00	0.00	0.00	0.00				<input type="checkbox"/>

No made up time records yet.

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

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

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.

### 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 [nursingallocations@bcu.ac.uk](mailto:nursingallocations@bcu.ac.uk)