

ARC TIMESHEET MANAGEMENT SYSTEM

INSTRUCTIONS FOR PRACTICE SUPERVISORS

Electronics timesheets provide an accurate record of student placement hours and aims to save both time and resources for all those involved in student placements.

From September 2022 onwards, students on the nursing and nursing associate courses will use POW to record their placement hours.

INTRODUCTION

The process of timesheet approval is very straightforward. At the end of the working week, the student will complete their timesheet and submit it electronically.

From: DO NOT REPLY @ARCWEBONLINE.COM

To: Sample Practice Assessor

Date: 01 December 2021

WORCESTER STUDENT TIMESHEET APPROVAL REQBC FINAL R6(Y) 2021 TIME) 00031025(00)0150 01 0

The email contains a unique link to arcwebonline.com, when you click the link in the email the timesheet will open. You will see a summary of the timesheet including the dates, and the total number of hours the student says they have worked, and any recorded absence.



Now **scroll down the screen**. You will see a row of entries from Monday – Sunday for the specific placement week.

The timesheet shows the hours the student has logged for each day, together with any absence and the reason for the absence. If the student has entered the name of their supervisor, it will appear in the *Day Supervisor* column.

The *Day Off* column will be ticked if the student has indicated they were off duty that day.

The example below also shows that Saturday was a day off, and the student was off sick on Sunday.

The screenshot shows a table titled "Attendance Records" with the following columns: Date, Time IN, Time OUT, Breaks, Worked Hours, Absent, Absence Hours, Absence Reason, Day Supervisor, Day Off, and Day Attendance Approved. The table contains data for Monday, Tuesday, and Wednesday. The "Day Supervisor" column for Monday and Tuesday contains the name "Sally Sample". The "Day Off" column for Saturday and Sunday is checked. Two red circles are drawn around the "Day Supervisor" and "Day Off" columns in the screenshot.

Date	Time IN	Time OUT	Breaks	Worked Hours	Absent	Absence Hours	Absence Reason	Day Supervisor	Day Off	Day Attendance Approved
Mon	08:00	16:00	4:00	7:00		0:00		Sally Sample		<input type="checkbox"/>
Tue	08:00	16:00	4:00	7:00		0:00		Sally Sample		<input type="checkbox"/>
Wed	08:00	18:00	1:00	9:00		0:00				<input type="checkbox"/>
Thu	08:00	16:00	4:00	7:00		0:00				<input type="checkbox"/>
Fri	08:00	16:00	4:00	7:00		0:00				<input type="checkbox"/>
Sat	08:00	16:00	4:00	7:00		0:00			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sun	08:00	16:00	4:00	7:00		0:00			<input checked="" type="checkbox"/>	<input type="checkbox"/>

Approving a Correct Timesheet

If you are happy that the whole timesheet is correct, just click on the **'Approve Timesheet'** button. (You don't need to tick them individually if the whole sheet is correct). The timesheet is now **approved**, and no further action is necessary.

The screenshot shows the same "Attendance Records" table as above, but with a red circle highlighting the "Approve Timesheet" button at the bottom of the page. The table data is the same as in the previous screenshot.

Date	Time IN	Time OUT	Breaks	Worked Hours	Absent	Absence Hours	Absence Reason	Day Supervisor	Day Off	Day Attendance Approved
Mon	14:30	22:30	1:00	7:00		0:00				<input type="checkbox"/>
Tue	08:00	16:00	4:00	7:00		0:00				<input type="checkbox"/>
Wed	08:00	16:00	4:00	7:00		0:00				<input type="checkbox"/>
Thu	01/07/21	00:00	00:00	0:00		0:00				<input type="checkbox"/>
Fri	02/07/21	00:00	00:00	0:00		0:00				<input type="checkbox"/>
Sat	03/07/21	00:00	00:00	0:00		0:00			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sun	04/07/21	00:00	00:00	0:00		0:00			<input checked="" type="checkbox"/>	<input type="checkbox"/>

You will then see a confirmation message.

Rejecting Incorrect Timesheet Entries

If there is an error in the timesheet e.g., the student has not recorded a break or sickness day, or has recorded incorrect hours, you need to first:

- Tick all days which are **correct**. Any unticked days will be rejected once you have followed the next step.
- Add a comment at the bottom of the timesheet to explain the error and click on '**Reject Timesheet**'. The student will then receive an automated email requiring them to correct the error and resubmit the timesheet, and you will receive a further advisory email with a new link to approve the timesheet.

NOTE: ARC will display 7½ hours as 7.5

