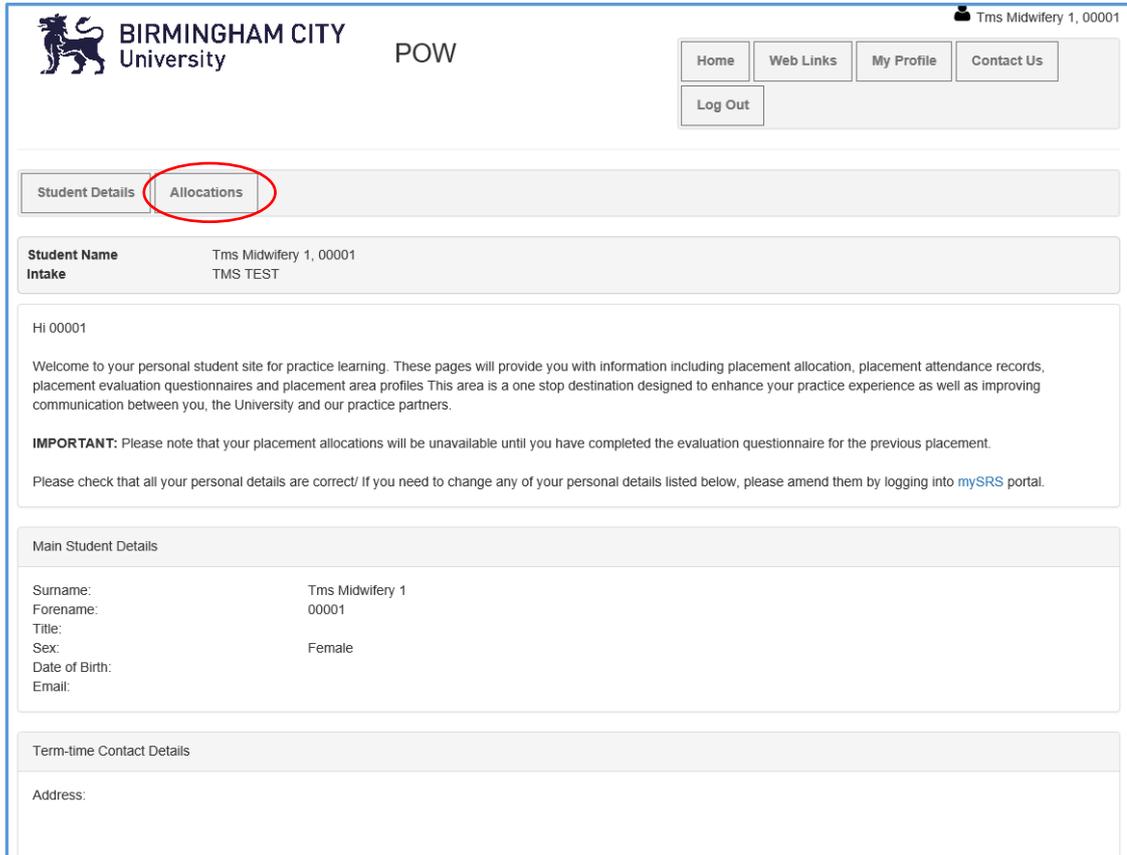


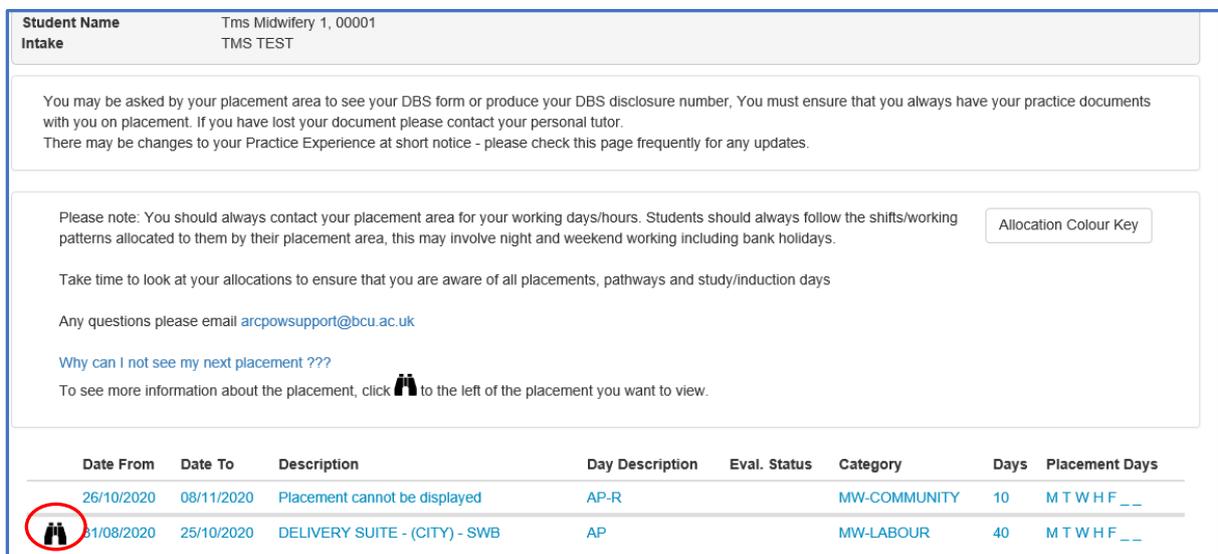
Timesheet Management System – TMS
(Accessed via ARC POW)

1. Student logs in to ARC POW via the link on iCity with the icon  or by clicking on the link below : <https://arc.bcu.ac.uk/newpow>
2. Student clicks the 'Allocations' tab to view placement information



The screenshot shows the user interface for the ARC POW system. At the top left is the Birmingham City University logo and the text 'BIRMINGHAM CITY University'. To the right of the logo is the text 'POW'. In the top right corner, there is a user profile icon and the text 'Tms Midwifery 1, 00001'. Below this are several navigation buttons: 'Home', 'Web Links', 'My Profile', 'Contact Us', and 'Log Out'. A horizontal menu below the navigation buttons contains two tabs: 'Student Details' and 'Allocations', with 'Allocations' being the active tab and circled in red. Below the tabs, there is a section for 'Student Name' and 'Intake' with the values 'Tms Midwifery 1, 00001' and 'TMS TEST' respectively. Below this is a greeting 'Hi 00001' and a welcome message. An 'IMPORTANT' notice follows, stating that placement allocations will be unavailable until the evaluation questionnaire for the previous placement is completed. Below the notice is a section for 'Main Student Details' with fields for Surname, Forename, Title, Sex, Date of Birth, and Email. The last section is 'Term-time Contact Details' with an 'Address' field.

3. Student then clicks on the binoculars for the placement/ placement period they are about to go out for.



The screenshot shows the 'Allocations' section of the ARC POW system. At the top, there is a header with 'Student Name' and 'Intake' values: 'Tms Midwifery 1, 00001' and 'TMS TEST'. Below the header is a paragraph of text: 'You may be asked by your placement area to see your DBS form or produce your DBS disclosure number, You must ensure that you always have your practice documents with you on placement. If you have lost your document please contact your personal tutor. There may be changes to your Practice Experience at short notice - please check this page frequently for any updates.' Below this is another paragraph: 'Please note: You should always contact your placement area for your working days/hours. Students should always follow the shifts/working patterns allocated to them by their placement area, this may involve night and weekend working including bank holidays.' To the right of this paragraph is a button labeled 'Allocation Colour Key'. Below the paragraph is another paragraph: 'Take time to look at your allocations to ensure that you are aware of all placements, pathways and study/induction days'. Below this is a paragraph: 'Any questions please email arcpowsupport@bcu.ac.uk'. Below the paragraph is a link: 'Why can I not see my next placement ???'. Below the link is a paragraph: 'To see more information about the placement, click  to the left of the placement you want to view.' Below the paragraph is a table with the following columns: 'Date From', 'Date To', 'Description', 'Day Description', 'Eval. Status', 'Category', 'Days', and 'Placement Days'. The table has two rows. The first row has the following values: '26/10/2020', '08/11/2020', 'Placement cannot be displayed', 'AP-R', 'MW-COMMUNITY', '10', and 'M T W H F _ _'. The second row has the following values: '31/08/2020', '25/10/2020', 'DELIVERY SUITE - (CITY) - SWB', 'AP', 'MW-LABOUR', '40', and 'M T W H F _ _'. A binoculars icon is circled in red in the first column of the second row.

Date From	Date To	Description	Day Description	Eval. Status	Category	Days	Placement Days
26/10/2020	08/11/2020	Placement cannot be displayed	AP-R		MW-COMMUNITY	10	M T W H F _ _
 31/08/2020	25/10/2020	DELIVERY SUITE - (CITY) - SWB	AP		MW-LABOUR	40	M T W H F _ _

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

Information about DELIVERY SUITE - (CITY) - SWB

[Main Details](#)
[Placement Information](#)
[Learning Opportunities](#)
[Other Students on the Placement](#)
[Record Attendance \(TMS\)](#)

Welcome from Placement

Welcome to DELIVERY SUITE - (CITY) - SWB. We look forward to working with you and our aim is to provide you with experience that will contribute to you achieving your learning outcomes. Please remember it is essential that you contact us a minimum of 2 weeks prior to starting your placement. You must bring your placement document with you whilst on placement.

Main Placement Details

Name: DELIVERY SUITE - (CITY) - SWB

Trust: SANDWELL AND WEST BIRMINGHAM HOSPITALS NHS TRUST

Address: SANDWELL & WEST BIRMINGHAM HOSPITALS NHS TRUST
BIRMINGHAM CITY HOSPITAL
Dudley Road
Birmingham

Post Code: B18 7QH (Click here to see map)

Tel No: 0121 507 4181

Contact Name: Desia Day

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)

My Placement:
DELIVERY SUITE - (CITY) - SWB

Allocation Dates:
31 August 2020 - 25 October 2020

Total Placement Worked Hours: 42.00 **Total Placement Absence Hours: 0** **Total Placement Made Up Hours: 0** **Total Worked and Made Up Hours: 42.00**

Placement Timesheets:

Timesheet Week No	Week Beginning	Week Ending	Worked Hours	Absence Hours	Made Up Hours	Total Worked & Made Up Hours	Supervisor / Assessor / Mentor Name	Status	Actions
Week no: 1	31/08/2020	06/09/2020	42.00	0	0	42.00	Mr Yasser Nawaz (S)	Approved (MO,WE,TH,FR,SA)	View Edit Submit Electronically
							Mr Daljinder Jagpaul (S)	Submitted (SU)	Edit Reason For Unlocking: <input type="text"/> Request Unlock
							Ms Aisha Ruba (S)	Submitted (TU)	Edit Reason For Unlocking: <input type="text"/> Request Unlock
Week no: 2	07/09/2020	13/09/2020	0	0	0	Unknown yet	In Progress (MO,TU,WE,TH,FR,SA,SU)	View Edit Submit Electronically	
Week no: 3	14/09/2020	20/09/2020	0	0	0	Unknown yet	In Progress (MO,TU,WE,TH,FR,SA,SU)	View Edit Submit Electronically	

6. Student clicks on the orange box to 'Add Supervisor / Assessor / Assessor / Supervisor

BIRMINGHAM CITY University **DEMO Timesheet Management System**

Logged as Tms Midwifery 1, 00001 Timesheets
 Current Week: 21/09/2020 - 27/09/2020

Timesheet for week 2 (07 September 2020 - 13 September 2020) Submit Timesheet Electronically

Placement: DELIVERY SUITE - (CITY) - SWB (31/08/2020 - 25/10/2020)

Timesheet Status: **In Progress**

Add Supervisor / Assessor / Mentor

Total Worked Hours:	0.00
Total Absence Hours:	0.00

Attendance Records: Save Timesheet

Please record hours you have completed on your placement. If sickness or absences are recorded please provide the shift hours you were allocated. If you were absent for the whole shift please tick this 'Absent' option. If you were absent for only part of your shift, please add the number of absent hours (absence hours will be calculated based on selected shift hours). To report sickness or absence please email placement@locationsabsence@bcu.ac.uk

Click here to expand MULTIPLE DAY(S) QUICK FILL

Date	Time IN	Time OUT	Breaks	Worked Hours	Absent	Absence Hours	Absence Reason	Supervisor / Assessor / Mentor	Day Supervisor	Day Off	Actions
07/09/20 Mon	00.00	00.00	0.00	0.00		0.00		Unknown yet	Unknown yet		Edit Reset
08/09/20 Tue	00.00	00.00	0.00	0.00		0.00		Unknown yet	Unknown yet		Edit Reset

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

BIRMINGHAM CITY University **DEMO Timesheet Management System**

Logged as Tms Midwifery 1, 00001 Sign out
 Current Week: 21/09/2020 - 27/09/2020 Timesheets

Timesheet for week 2 (07 September 2020 - 13 September 2020)

Placement: DELIVERY SUITE - (CITY) - SWB (31/08/2020 - 25/10/2020)

Timesheet Status: **In Progress**

Note: To fill or edit day attendance records, please add Supervisor / Assessor / Mentor or click the 'Cancel' button to exit.

Add/Change Supervisor / Assessor / Mentor MODE Cancel

Please select a Supervisor / Assessor / Mentor from the dropdown list. If your Supervisor / Assessor / Mentor is not in the dropdown list, please select NEW and add your Supervisor / Assessor / Mentor to the system.

NEW

Please enter your Supervisor / Assessor / Mentor email address, and then click the 'Find' button to search the TMS database of Supervisor / Assessor / Mentor.
Please note only trust / placement area domain email addresses will be accepted. Personal email addresses will be rejected by the system. It is the students responsibility to acquire the correct professional email address from their Supervisor / Assessor / Mentor.

Supervisor / Assessor / Mentor Email:

Find Supervisor / Assessor / Mentor

Total Worked Hours:	0.00
Total Absence Hours:	0.00

- Once an Assessor / Supervisor has been selected, the student has the option to select another Assessor / Supervisor if they have worked with multiple Assessors / Supervisors that week, so that they can approve the specific days linked to them

BIRMINGHAM CITY University **DEMO Timesheet Management System**

Logged as Tms Midwifery 1, 00001 Timesheets
 Current Week: 21/09/2020 - 27/09/2020

Timesheet for week 2 (07 September 2020 - 13 September 2020) Submit Timesheet Electronically

Placement: DELIVERY SUITE - (CITY) - SWB (31/08/2020 - 25/10/2020)

Timesheet Status: **In Progress**

Supervisor / Assessor / Mentor (S): **Mr Yasser Nawaz (S)** Please note: If Supervisor / Assessor / Mentor has been added by a student, it has (S) behind its name.

Supervisor / Assessor / Mentor Email: Yasser.Nawaz@bcu.ac.uk

Supervisor / Assessor / Mentor Job Title: mentor

[Unlink Supervisor / Assessor / Mentor from this timesheet](#)

Add Another Supervisor / Assessor / Mentor

Attendance Records: Save Timesheet

Please record hours you have completed on your placement. If sickness or absences are recorded please provide the shift hours you were allocated. If you were absent for the whole shift please tick this 'Absent' option. If you were absent for only part of your shift, please add the number of absence hours (absence hours will be calculated based on selected shift hours). To report sickness or absence please email placementallocationsabsence@bcu.ac.uk

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.

BIRMINGHAM CITY University **DEMO Timesheet Management System**

Logged as Tms Midwifery 1, 00001 Timesheets
 Current Week: 21/09/2020 - 27/09/2020

Timesheet for week 2 (07 September 2020 - 13 September 2020) Submit Timesheet Electronically

Placement: DELIVERY SUITE - (CITY) - SWB (31/08/2020 - 25/10/2020)

Timesheet Status: **In Progress**

Supervisor / Assessor / Mentor (S): **Mr Yasser Nawaz (S)** Please note: If Supervisor / Assessor / Mentor has been added by a student, it has (S) behind its name.

Supervisor / Assessor / Mentor Email: Yasser.Nawaz@bcu.ac.uk

Supervisor / Assessor / Mentor Job Title: mentor

[Unlink Supervisor / Assessor / Mentor from this timesheet](#)

Mr Daljinder Jagpaul (S) Please note: If Supervisor / Assessor / Mentor has been added by a student, it has (S) behind its name.

Supervisor / Assessor / Mentor Email: daljinder.jagpaul@bcu.ac.uk

Supervisor / Assessor / Mentor Job Title: Team Leader

[Unlink Supervisor / Assessor / Mentor from this timesheet](#)

Ms Laura Clifford (S) Please note: If Supervisor / Assessor / Mentor has been added by a student, it has (S) behind its name.

Supervisor / Assessor / Mentor Email: laura.clifford@bcu.ac.uk

Supervisor / Assessor / Mentor Job Title: Lecturer

[Unlink Supervisor / Assessor / Mentor from this timesheet](#)

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

- 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.

Attendance Records: Save Timesheet

Please record hours you have completed on your placement. If sickness or absences are recorded please provide the shift hours you were allocated. If you were absent for the whole shift please tick this 'Absent' option. If you were absent for only part of your shift, please add the number of absent hours (absence hours will be calculated based on selected shift hours). To report sickness or absence please email placementallocationsabsence@bcu.ac.uk.

Click here to expand MULTIPLE DAY(S) QUICK FILL

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		Mr Yasser Nawaz (S)	Mr Yasser Nawaz (S)		Edit Reset
Tue	08/09/20	00.00	00.00	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		Mr Yasser Nawaz (S)	Mr Yasser Nawaz (S)		Edit Reset
Thu	10/09/20	00.00	00.00	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		Mr Yasser Nawaz (S)	Mr Yasser Nawaz (S)		Edit Reset
Sat	12/09/20	00.00	00.00	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		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

Attendance Records: Save Timesheet

Please record hours you have completed on your placement. If sickness or absences are recorded please provide the shift hours you were allocated. If you were absent for the whole shift please tick this 'Absent' option. If you were absent for only part of your shift, please add the number of absent hours (absence hours will be calculated based on selected shift hours). To report sickness or absence please email placementallocationsabsence@bcu.ac.uk.

Click here to collapse MULTIPLE DAY(S) QUICK FILL

DAY TYPE (Please select either shift pattern or day off):
 Shift (07.00-15.00)

*** Day(s):** Monday Tuesday Wed Thursday Friday Saturday Sunday * mandatory fields

*** Time IN:** 07.00 *** Time OUT:** 15.00

Breaks: 01.00

Supervisor / Assessor / Mentor: Mr Yasser Nawaz (S)

Day Supervisor:

Worked Hours: To be calculated

If ABSENT, please record the absence reason and hours

Absence Reason: Please Select

Absent (Whole shift): **OR** **No of Absent Hours:** 0.00

Fill The Day(s)

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.

	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



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

Week no:	Start Date	End Date	Worked Hours	Absent	Absence Hours	Absence Reason	Supervisor / Assessor / Mentor	Status	View	Edit	Submit Electronically
Week no: 2	07/09/2020	13/09/2020	46.00	0	0		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 placementallocationsabsence@bcu.ac.uk for placement admin staff to unlock

Week no:	Start Date	End Date	Worked Hours	Absent	Absence Hours	Absence Reason	Supervisor / Assessor / Mentor	Status	View	Edit	Reason For Unlocking:	Request Unlock
Week no: 2	07/09/2020	13/09/2020	46.00	0	0		Mr Yasser Nawaz (S)	Submitted (MO,WE,FR,SU)	View	Edit	Reason For Unlocking:	Request Unlock
							Mr Daljinder Jagpaul (S)	Submitted (TU)			Reason For Unlocking:	Request Unlock
							Ms Laura Clifford (S)	Submitted (TH,SA)			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 an with the timesheet system

Please note, it is the students responsibility to liaise with and support their Assessor / Supervisor in relation to approving timesheets but as you will see from the video on your Practice Moodle page their task is very simple

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

15. Any issues please email nursingallocations@bcu.ac.uk

16. Please note placement absences as well as being logged on the TMS system need to be reported via email to placementallocationsabsence@bcu.ac.uk . Follow Trust or placement area procedures for reporting absences to your placement areas.