

Timesheets Management System  
(TMS)  
Mentor User Guide

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## 1. Timesheets Management System (TMS)

Timesheets provide an easy to access and accurate electronic record of student placement hours. It will also save both time and resources for students, placements providers and HSS Placements Support Team.

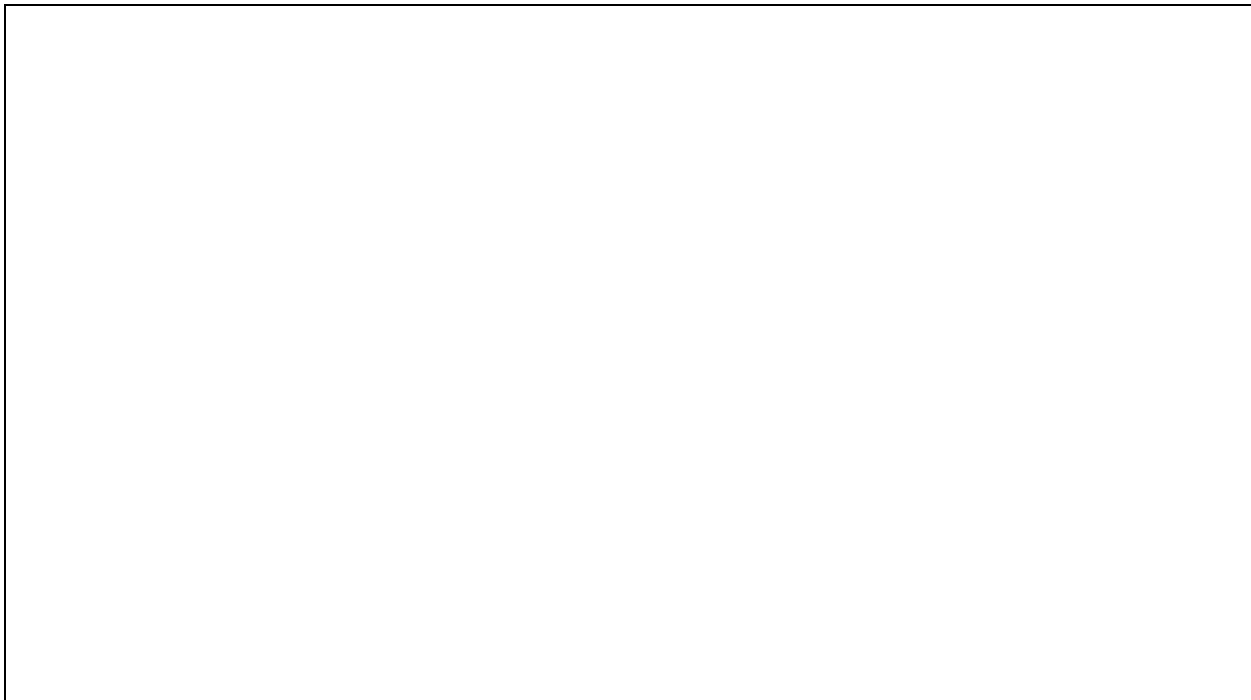
TMS enables a student to complete and submit a timesheet electronically. The system will then automatically generate an email to the student's mentor with a request to approve or reject the timesheet via a link provided. Once the mentor has approved the timesheet, the information is automatically transferred into ARC.

TMS is accessible on any computer, enabling a student to record their daily attendance on placements at any time. It will also provide extensive reporting options and facilities to keep accurate records.

## 2. Timesheet Approval Process

Timesheet approval process is very straightforward. Once the student completes one week of placement, they should fill in the timesheet and submit it electronically to their mentor. Students will need their mentors details: email, phone number, job title in order to submit it.

Once the student submits their timesheet the mentor will receive an email from [webserver@arcwebonline.com](mailto:webserver@arcwebonline.com) with following details:



When mentors click on the link provided in the email the timesheet will open.

Mentor has 3 options:





## Accessing Timesheet

Mentors do not require a login or password to access the timesheet. Timesheets can be accessed by clicking on link emailed directly to mentor's email address.

My student has submitted the timesheet but I haven't received email with the link to approve/reject it.

Please check your spam folder in first instance. I