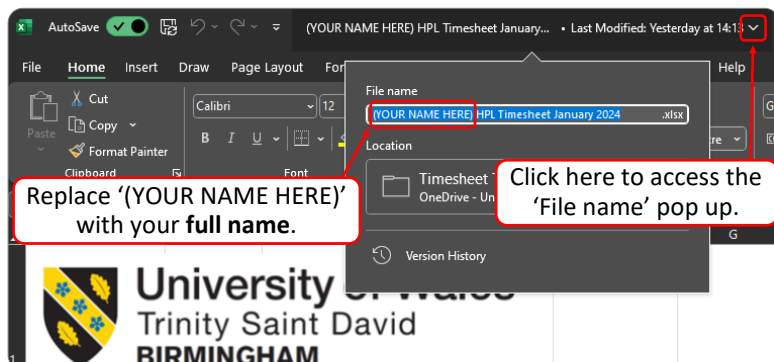
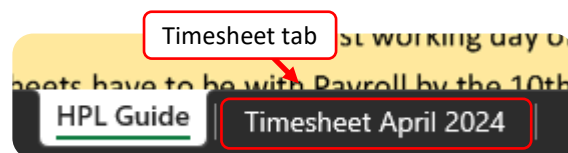


Each month a new timesheet template will be sent you for completion. Included in the first tab on each timesheet is a 'HPL Guide'. To start your timesheet, click the 'Timesheet <Month/Year>' tab.



Step 1: Please add your **full name** to the 'File name'. To do this click on the small down arrow  next to the file status. A pop up will appear that will allow you to change the 'File name'.

Replace '(YOUR NAME HERE)' with your **full name** - please use your **full name**, as you may share initials or first/last name with a colleague.

Click off the pop up to continue.

Step 2: Add your **full name** to the 'Name of Employee', once complete the box will no longer be highlighted. Add your **employee number** to 'Employee Number', this is your UWTSD Employee Number. You can find it in the email with your IT account details. Once complete the box will no longer be highlighted.

Name of Employee:	YOUR NAME HERE	Employee Number:	
School/Unit:	Birmingham Campus	Work on Validated Modules?	Yes
Post:	Teaching / Non-Teaching		
Cost Centre:	UWTSD Birmingham (G4001)		
Enter your full name here.		Enter your employee number here.	

Step 3: Enter in details of work completed during the calendar month, the timesheet is separated into:

- Teaching Activity (Timetabled lecture, dissertation supervision & resit/rework support)
- Non Teaching Activities (Team/staff/module meetings, training, module lead, etc...)
- Non Teaching Activities with Admissions (Interview, interview training sessions, etc...)
- Marking (Assignments, dissertations, projects, exams, etc...)
- Other Marking (Moderation, etc...)

Much of the information can be selected from drop-down lists, including date, start and end times, module codes (and module codes inc. component numbers in the marking sections), etc... Once you have entered information in a row, areas for completion will be highlighted in **pink**, please ensure all required information is entered. Some information will be automatically completed for you, such as 'Module Title', 'Rate Per Script', 'Total Hours', etc...

Areas that **need** to be completed will be highlighted in **pink**.

Date	Start	End	Break	Total Hours	Module Code	Description of work undertaken	Pre-agreed by
15 January 2024							

If you select 'Training/CPR (please enter details here)', please ensure you add the title of the training/CPD attended. In 'Description of work undertaken' you can enter your own answer or edit an existing answer, if the dropdown does not contain the correct description of the task you are claiming for.

Step 4: Check your timesheet, please ensure that all required information has been completed and that there are no sections highlighted in **pink**. Sign your timesheet, by typing your **full name**, you are signing the timesheet electronically.

Employee Signature:

Step 5: Email your completed timesheet to birminghamtimesheets@uwtsd.ac.uk. For ease, please attach a copy of your timesheet to the email. If you choose to send a link to your timesheet, please ensure that you grant access to d.baker and c.stroud.

If you have any queries, please email birminghamtimesheets@uwtsd.ac.uk