PamS User Guide

for Authorisers
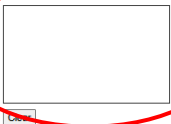
February 2025

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How to Sign off a Student Timesheet

As the authoriser, you will be signing off students' timesheets at the end of each shift they have worked. Once the student has completed their timesheet with the start and finish time of the shift for the appropriate day and saved this on their electronic device, a signature box will appear. At this point, the student will hand their device to you to sign the shift off.

Please check your name under 'authoriser heading to ensure this is correct before adding your signature (if this is on a computer, you can use a mouse to sign).

Please enter your signature inside the designated box and click save. This will now save the shift as 'Signed by authoriser'.

At the end of the week, once all shifts have been signed off, the student will submit their timesheet, and this will be automatically approved by the system.

Email Notification

Once the student has submitted their timesheet and the system has approved this, the authoriser will receive an email notification thanking them for signing off the hours worked as shown in example below.

SUFFOLK Notification about completion of Student Timesheet for Arc-Test-01 Arc-Test-01

uos-do-not-reply@arcwebonline.com
To

☺ | ↩ Reply | ↩ Reply All | → Forward | 📑 | ⋯
Fri 17/01/2025 12:30

Dear colleague,

Thank you for signing off the hours worked by Arc-Test-01 Arc-Test-01 on their timesheet for the week commencing 28/10/2024 at ESNIP CLAYDON WARD (CARDIAC MONITORING UNIT). These hours have now been approved by the system. Please click the link to view signatures. If you did not sign the timesheet, please contact the PamS Team at pamshelp@uos.ac.uk.

https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fuos.arcwebonline.com%2FTMS%2FAccount%2FMentorViewTokenAccess%3Ftoken%3D975S0000134839003&data=05%7C02%7Cj.chow-dhury2%40uos.ac.uk%7C3cbd6e01752b410d30a108dd36f2ac75%7Cee265dd904ad41b7b409e6699705d35d%7C0%7C0%7C638727138077199422%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOn-RydWUsIlYiOilwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=Rincrm5lWUASQzNIWLKa5GeTOESkjf9BVbKNo9hqhAM%3D&reserved=0

Many thanks and kind regards
Placement Team
University of Suffolk

This email has been generated automatically by TMS. Please do not reply to this email.

By clicking on the link, you can see the dates of the shifts and your signature. You do not need to do anything further at this point as this is only for reference.

Dear Authoriser

Please review placement hours recorded by Arc-Test-01 Arc-Test-01 and your signatures

If recorded hours are incorrect, you do not recognise the signatures or you did not sign these days, **please contact us on: PlacementAdmin@uos.ac.uk**, Just so you know - 7.30 represents 7 hours and 30 minutes. 7.15 represents 7 hours and 15 minutes etc.

Timesheet for week 28 October 2024 - 03 November 2024

Student:	Arc-Test-01 Arc-Test-01
Placement:	ESNIP CLAYDON WARD (CARDIAC MONITORING UNIT) (21/10/2024 - 03/11/2024)
Total Worked Hours:	20.00
Total Absence Hours:	0.00
Total Made Up Hours:	0.00

Attendance Records:

	Date	Actual Host	Time IN	Time OUT	Breaks	Worked Hours	Absent Entire Shift	Absence Hours	Absence Reason	Day Supervisor	Day Off	Signature
📄	Tue 29/10/24	ESNIP CLAYDON WARD (CARDIAC MONITORING UNIT)	09.00	17.00	0.00	8.00		0.00		Jamshadun Chowdhury		
📄	Wed 30/10/24	ESNIP CLAYDON WARD (CARDIAC MONITORING UNIT)	19.00	07.00	0.00	12.00		0.00		Jamshadun Chowdhury		

No made up time records yet.

Please note, if you did not sign off the timesheet, please contact the PamS Team at University of Suffolk at pamshelp@uos.ac.uk and we will investigate this (this message also appears in the email notification).