



# **PEMS Timesheets – A Guide for Students**

# Getting Started

Your supervisor/assessor will need access to PEMS to approve your hours.

If your supervisor/assessor does not have access, please email [pems-support@hud.ac.uk](mailto:pems-support@hud.ac.uk) to request access. You must also copy your supervisor/assessor into the email.

Your supervisor/assessor will receive their login details within 5 working days.

**[Page 3 – Recording Hours](#)**

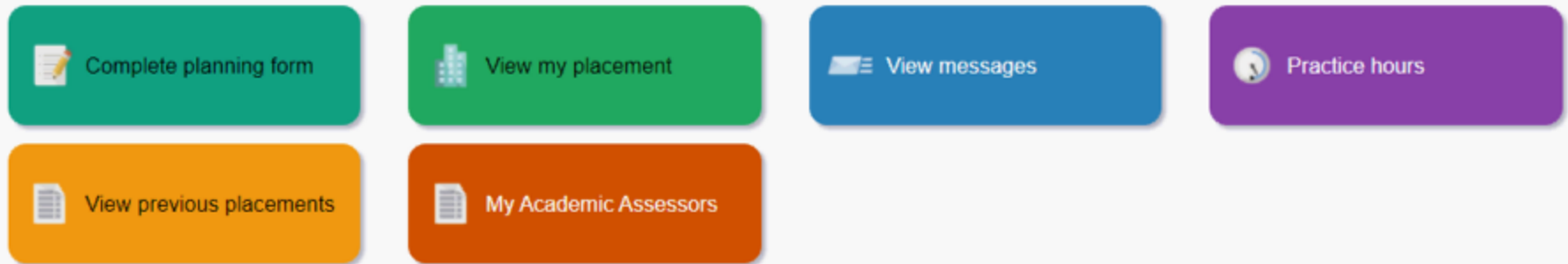
**[Page 11 – Viewing Timesheets](#)**

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# Recording Hours

1. Log into PEMS ([pems.hud.ac.uk](https://pems.hud.ac.uk)) and click on 'Practice Hours':

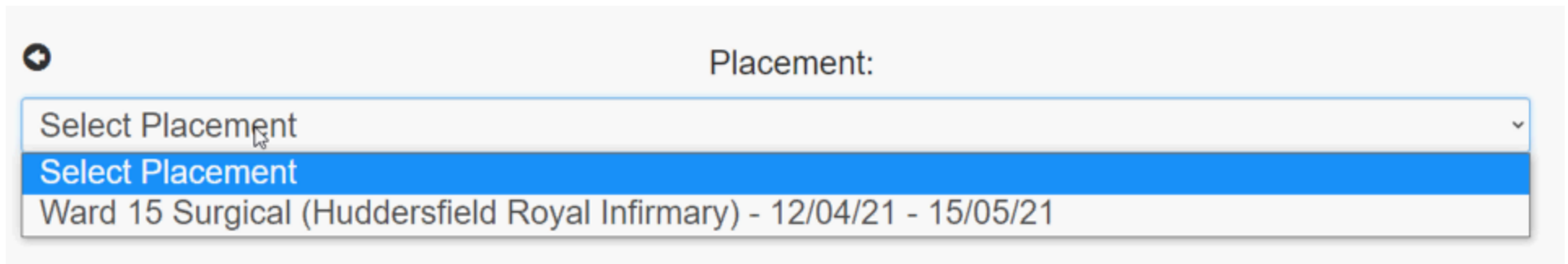


2. Click on 'Add Hours':



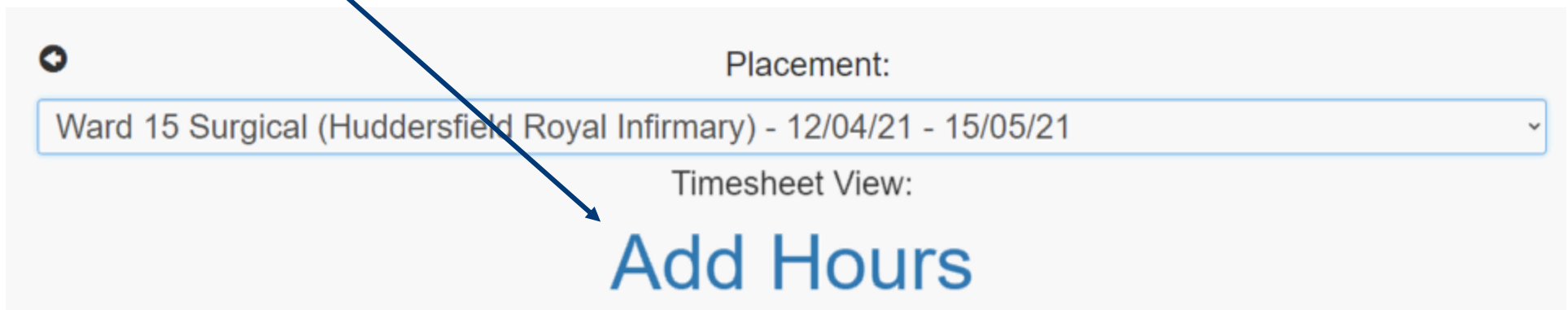
# Recording Hours

3. Select your placement from the drop down menu:



A screenshot of a web interface showing a dropdown menu for selecting a placement. The label "Placement:" is positioned above the dropdown. The dropdown is open, showing three options: "Select Placement" (top), "Select Placement" (middle, highlighted in blue), and "Ward 15 Surgical (Huddersfield Royal Infirmary) - 12/04/21 - 15/05/21" (bottom). A mouse cursor is visible over the first "Select Placement" option.

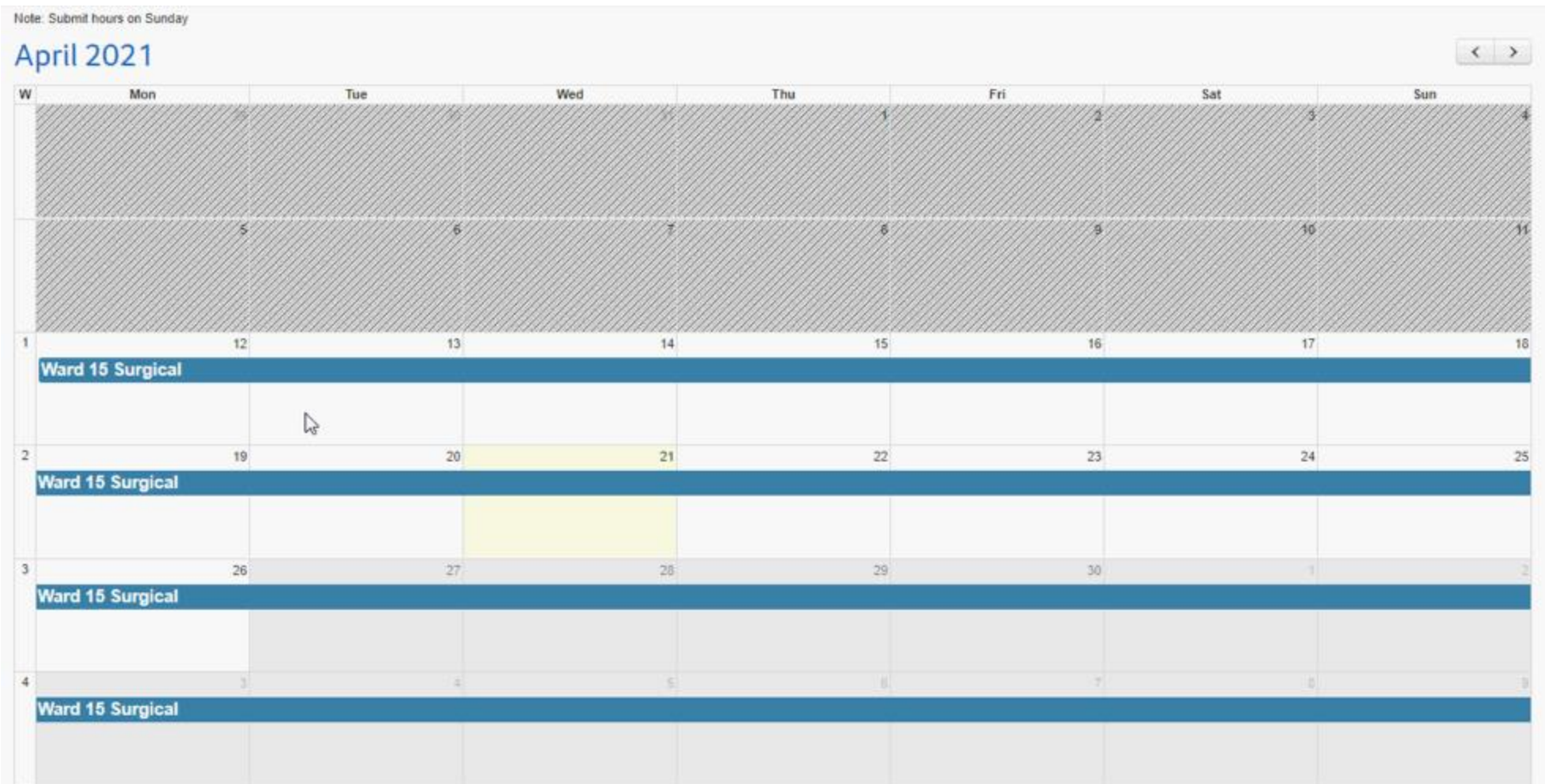
4. Click on 'Add Hours':



A screenshot of a web interface showing the "Add Hours" button. The label "Placement:" is positioned above a dropdown menu. The dropdown is closed, showing the selected placement: "Ward 15 Surgical (Huddersfield Royal Infirmary) - 12/04/21 - 15/05/21". Below the dropdown, the text "Timesheet View:" is visible, followed by a large blue button labeled "Add Hours". A blue arrow points from the text "Click on 'Add Hours':" to the "Add Hours" button.

# Recording Hours

5. You will see a calendar view of your placement.



# Recording Hours

6. Click on the required week:

Note: Submit hours on Sunday

April 2021

W	Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3	4
	5	6	7	8	9	10	11
1	12	13	14	15	16	17	18
	Ward 15 Surgical						
2	19	20	21	22	23	24	25
	Ward 15 Surgical						
3	26	27	28	29	30	1	2
	Ward 15 Surgical						
4	3	4	5	6	7	8	9
	Ward 15 Surgical						

# Recording Hours

7. Click on the day that you wish to add hours:

Mickey Mouse  
Note: Submit hours on Sunday

Mon	Tue	Wed	Thu	Fri	Sat	Sun
4.25	0	0	0	0	0	0

Monday 12 Apr 2021

Hours : Minutes

4:15

Comment

Update Timesheet

Use the drop down menu to select the hours you wish to record.

# Recording Hours

8. Repeat step 7 to add hours for other days of the week:

Mickey Mouse

Note: Submit hours on Sunday

Mon	Tue	Wed	Thu	Fri	Sat	Sun
4.25	0	0	0	0	0	0

Monday 12 Apr 2021

Hours : Minutes

4:15

Comment

Update Timesheet

Click on 'Update Timesheet' to save the hours.



# Recording Hours

9. Once you have add all completed hours, click on 'Sunday':

Mickey Mouse

Note: Submit hours on Sunday

Mon	Tue	Wed	Thu	Fri	Sat	Sun
4.25	0	5.75	0	5.5	0	0

Sunday 18 Apr 2021

Hours : Minutes

0:00

Comment

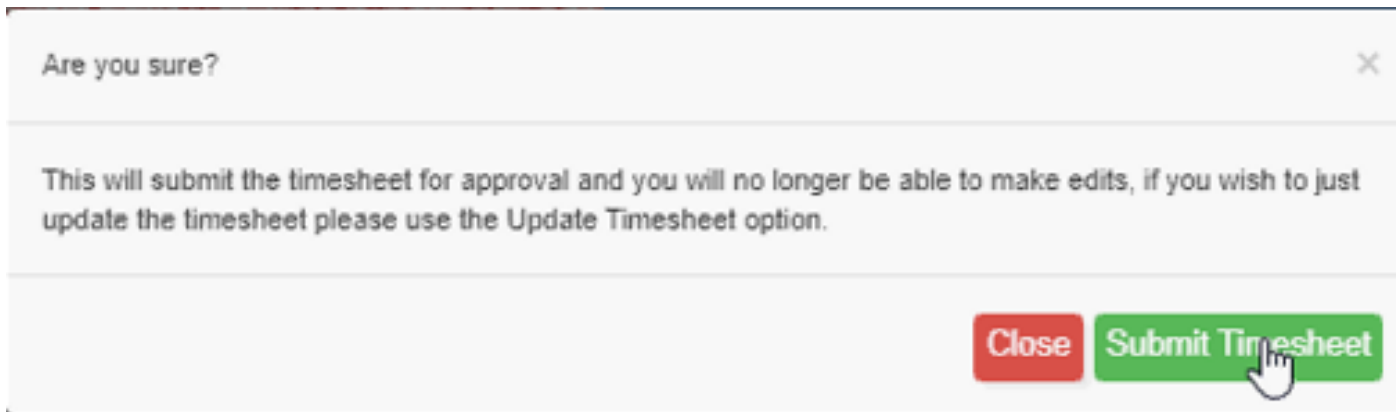
Submit Timesheet

Update Timesheet

Click on 'Submit Timesheet' to submit your timesheet for approval.

# Recording Hours

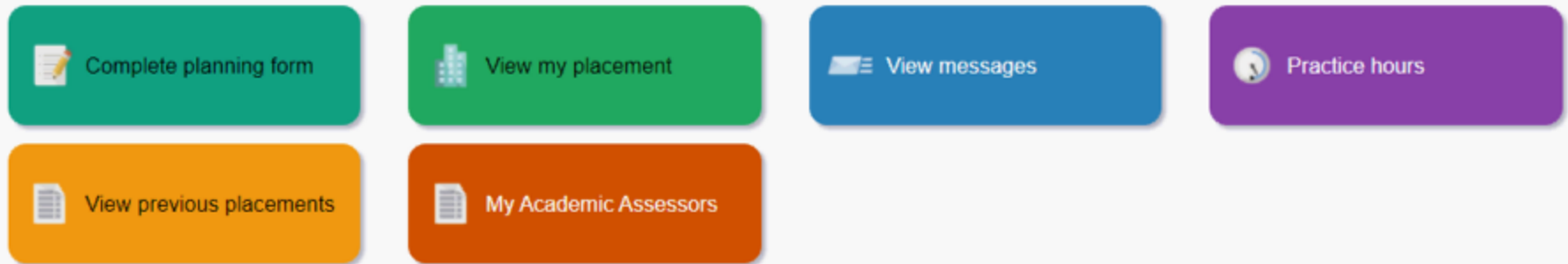
10. A warning message will appear explaining that you cannot edit timesheets once they have been submitted.



Click on 'Submit Timesheet' to confirm you wish to send your timesheet/s for approval.

# Viewing Timesheets

1. Log into PEMS ([www.pems.hud.ac.uk](http://www.pems.hud.ac.uk)) and click on 'Practice Hours':

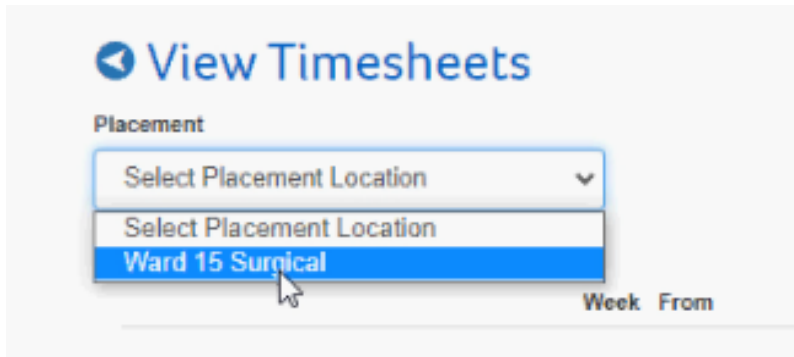


2. Click on 'View Timesheets':



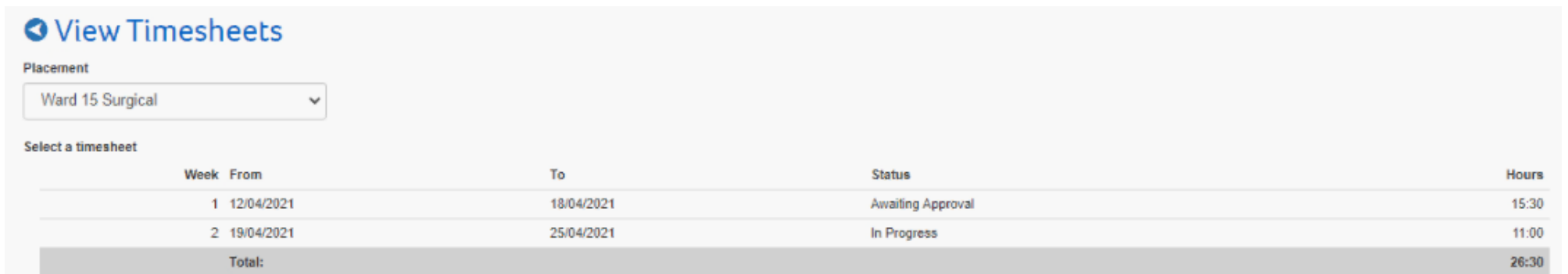
# Viewing Timesheets

3. Select your placement from the drop down menu:



The screenshot shows the 'View Timesheets' page. At the top left is a back arrow icon followed by the text 'View Timesheets'. Below this is a 'Placement' label and a dropdown menu. The dropdown menu is open, showing three options: 'Select Placement Location', 'Select Placement Location', and 'Ward 15 Surgical'. A mouse cursor is pointing at 'Ward 15 Surgical'. Below the dropdown menu, the text 'Week From' is visible.

4. Any submitted or in progress timesheets will be displayed:



The screenshot shows the 'View Timesheets' page with the 'Placement' dropdown menu set to 'Ward 15 Surgical'. Below the dropdown menu is a 'Select a timesheet' label and a table. The table has four columns: 'Week', 'From', 'To', and 'Status'. The first two columns are grouped under the 'Select a timesheet' label. The table contains two rows of data and a total row. The first row shows week 1 from 12/04/2021 to 18/04/2021 with a status of 'Awaiting Approval' and 15:30 hours. The second row shows week 2 from 19/04/2021 to 25/04/2021 with a status of 'In Progress' and 11:00 hours. The total row shows a total of 26:30 hours.

Week	From	To	Status	Hours
1	12/04/2021	18/04/2021	Awaiting Approval	15:30
2	19/04/2021	25/04/2021	In Progress	11:00
Total:				26:30

# Viewing Timesheets

5. Click on the timesheet you would like to view:

◀ Week

Day	Date	Hours	Comment	Amended By	Amendment Reason
Mon	12/04/2021	04:15			
Tue	13/04/2021	00:00			
Wed	14/04/2021	05:45			
Thu	15/04/2021	00:00			
Fri	16/04/2021	05:30			
Sat	17/04/2021	00:00			
Sun	18/04/2021	00:00			
<b>Total:</b>		<b>15:30</b>			

Approve Reject

This will show the hours you have completed for that week. If you have already sent this timesheet for approval but need to amend it, click on the **'Reject' button** and follow the steps as shown in the ['Recording Hours'](#) section.


# Viewing Timesheets

Click on the 'Approve' button if you wish for your supervisor/assessor to approve your hours:

Week

Day	Date	Hours	Comment	Amended By	Amendment Reason
Mon	12/04/2021	04.15			
Tue	13/04/2021	00.00			
Wed	14/04/2021	05.45			
Thu	15/04/2021	00.00			
Fri	16/04/2021	05.30			
Sat	17/04/2021	00.00			
Sun	18/04/2021	00.00			
<b>Total:</b>		<b>15:30</b>			

Your supervisor/assessor will then enter their pin and approve your hours:

 **Approve**

Select Person Approving

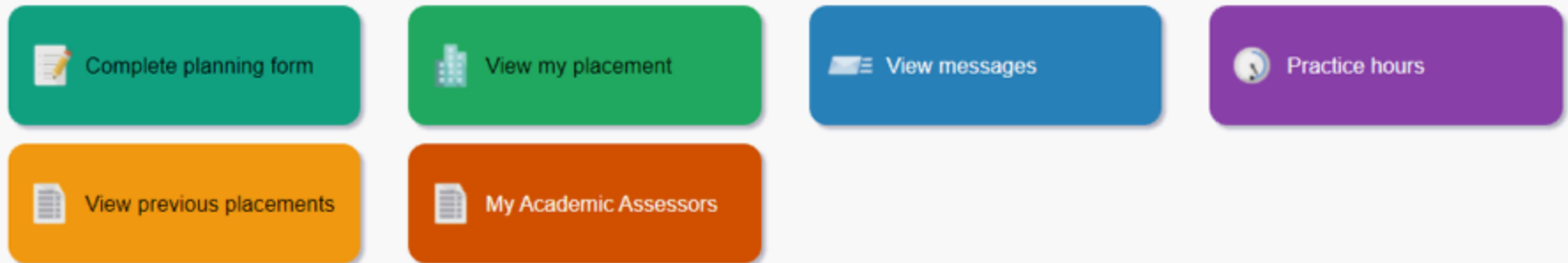
Sarah Bray ▾

Pin Code

# Recording Absences

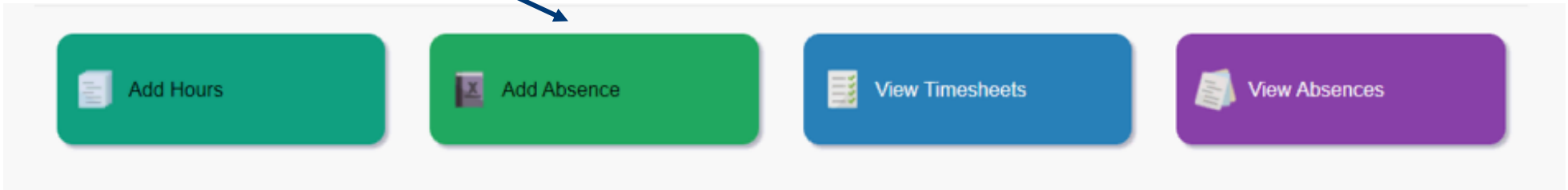
1. Ensure that you have informed the placement area of your absence either via **telephone or email**. You do not need to inform the Course Assistant Team of your absence. This will be recorded via PEMS.

2. Log into PEMS ([www.pems.hud.ac.uk](http://www.pems.hud.ac.uk)) and click on 'Practice Hours':

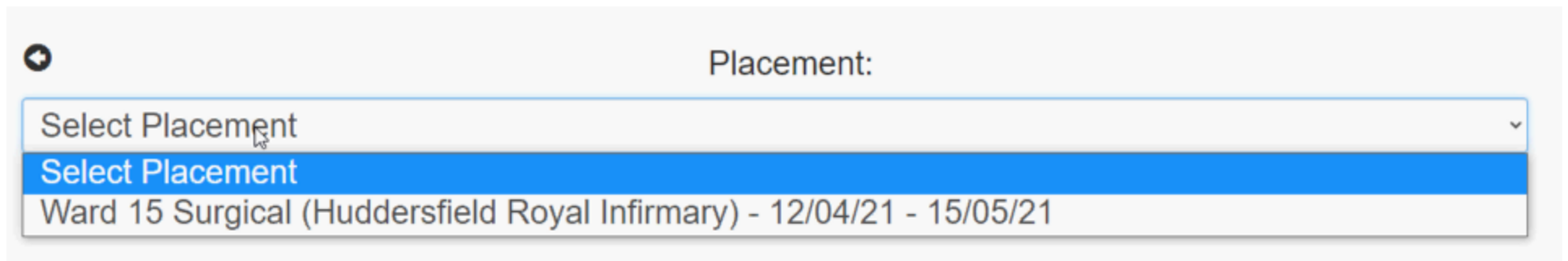


# Recording Absences

3. Click on 'Add Absence':



4. Select your placement from the drop down menu:





# Recording Absences

5. Select a reason for your absence:

Absence Reason:

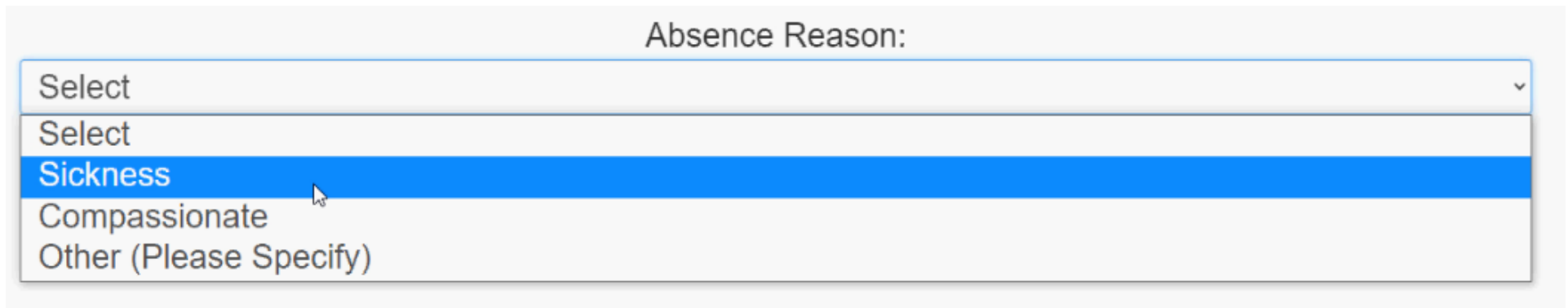
Select

Select

**Sickness**

Compassionate

Other (Please Specify)

A screenshot of a web form titled 'Absence Reason:'. It features a dropdown menu with a light blue border. The menu is open, showing a list of options: 'Select', 'Select', 'Sickness', 'Compassionate', and 'Other (Please Specify)'. The 'Sickness' option is highlighted with a solid blue background. A mouse cursor is positioned over the 'Sickness' option. A small downward-pointing arrow is visible in the top right corner of the dropdown box.

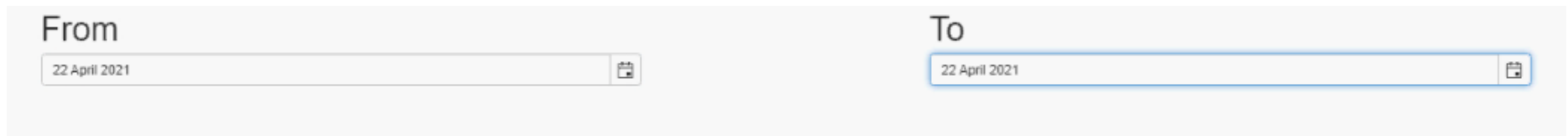
6. Select the date/s of absence using the calendar icon:

From

22 April 2021

To

22 April 2021

A screenshot of a web form showing two date selection fields. The first field is labeled 'From' and contains the date '22 April 2021'. The second field is labeled 'To' and also contains the date '22 April 2021'. Both fields have a light blue border and a small calendar icon on the right side.

# Recording Absences

7. Select 'Yes' to indicate you have informed your placement area of your absence:

Have you informed your placement area?

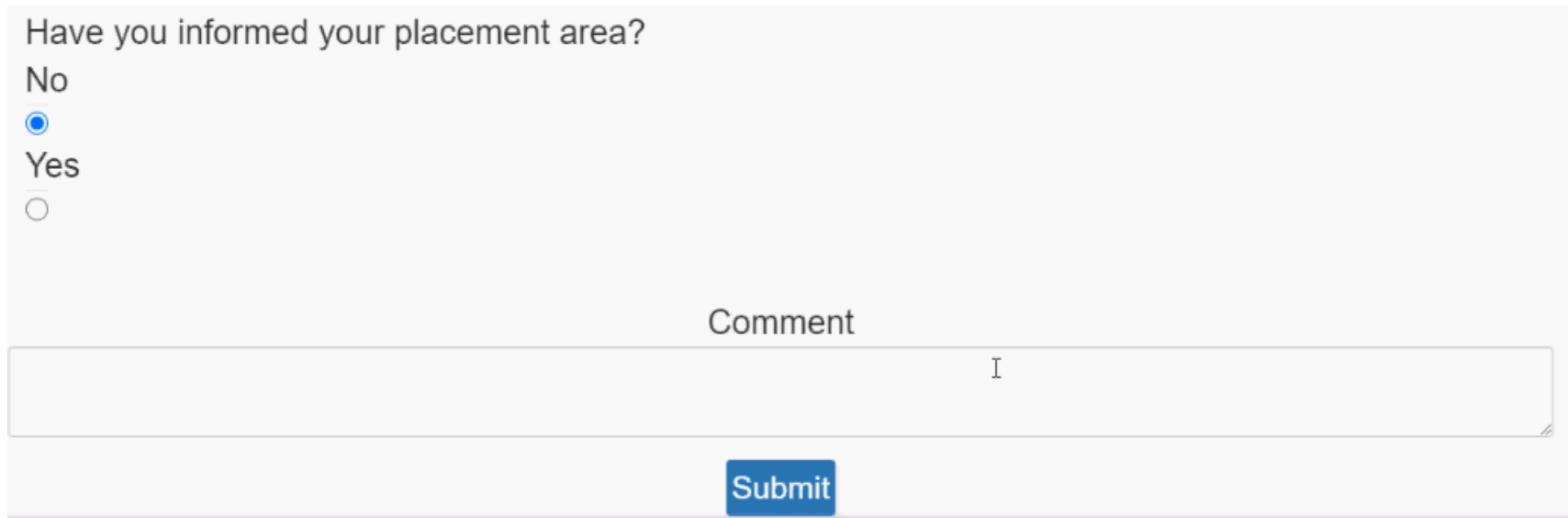
No

Yes

Comment

I

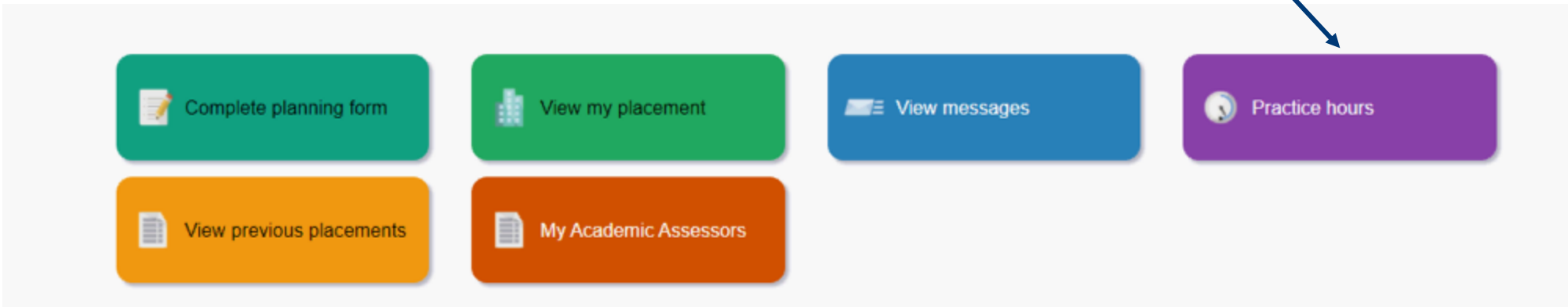
Submit



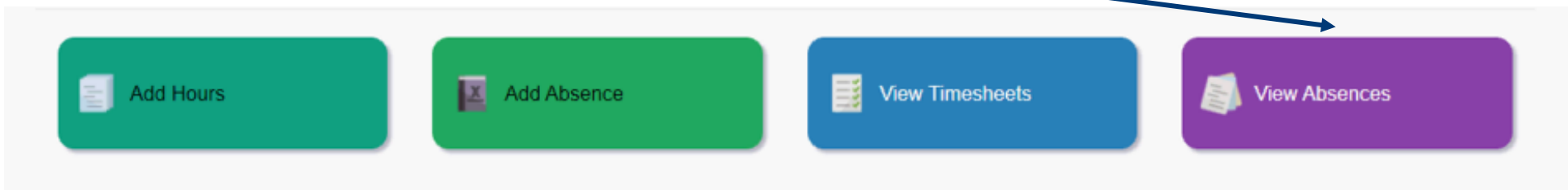
8. Provide a comment if necessary then click on 'Submit'.

# Viewing Absences

1. Log into PEMS ([www.pems.hud.ac.uk](http://www.pems.hud.ac.uk)) and click on 'Practice Hours':

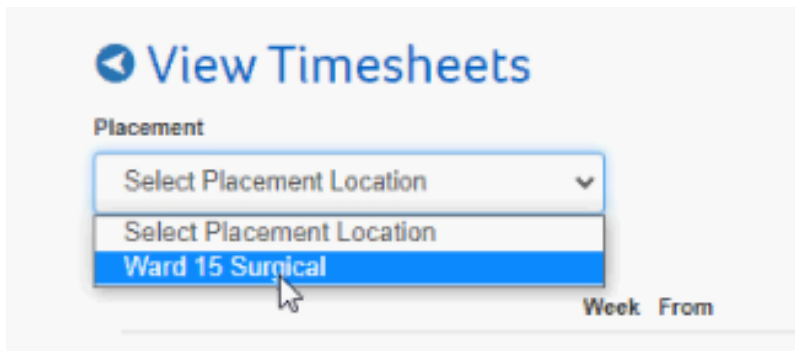


2. Click on 'View Absences':

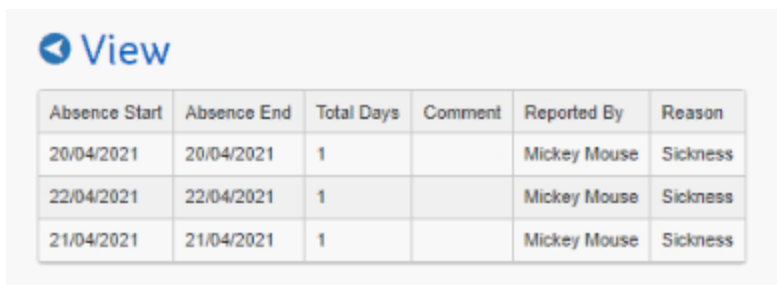


# Viewing Absences

3. Select your placement from the drop down menu:



4. Any recorded absences will appear:



The screenshot shows a web interface titled "View". Below the title is a table with the following data:

Absence Start	Absence End	Total Days	Comment	Reported By	Reason
20/04/2021	20/04/2021	1		Mickey Mouse	Sickness
22/04/2021	22/04/2021	1		Mickey Mouse	Sickness
21/04/2021	21/04/2021	1		Mickey Mouse	Sickness

*Please note, your supervisor/assessor can also report absences.*