



PEMS Timesheets – A Guide for Supervisors & Assessors

Getting Started

It is the student's responsibility to ensure that their supervisor/assessor has access to PEMS.

If you do not have access, the student must email pems-support@hud.ac.uk to request access. They will also copy you into the email.

You will receive your login details within 5 working days. You will be accessed to generate a 4-digit PIN when you first log in.

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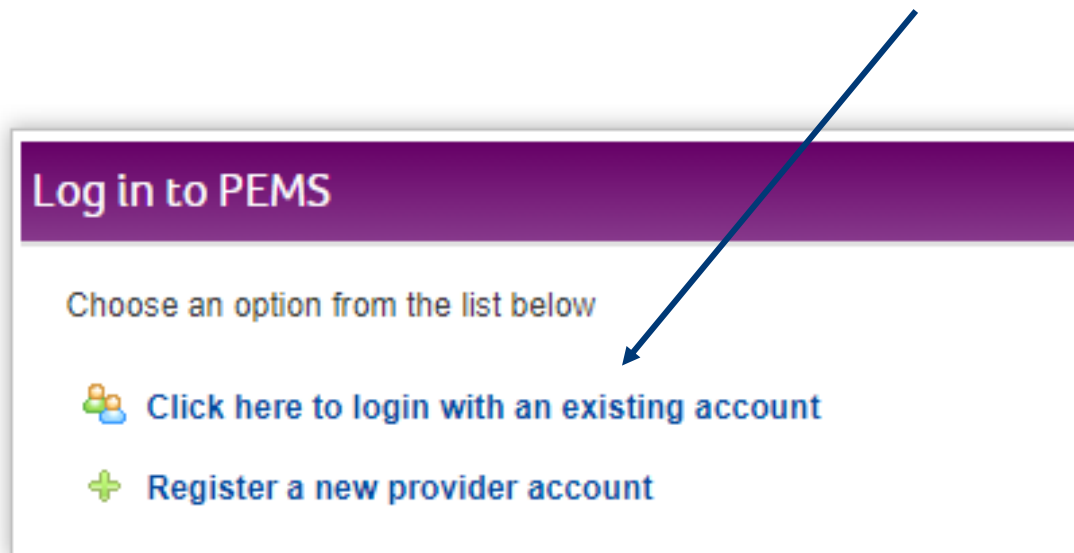
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Access PEMS

1. Locate the PEMS website (pems.hud.ac.uk) and click on 'Click here to log into PEMS'.

2. Click on 'Click here to login with an existing account':



3. Use your work email address and password to log into PEMS. You may be asked to change your password when you first log in.

Approval of Timesheets

There are two ways that you can approve student hours:

1. Log in your PEMS account and follow the instructions entitled [‘Approve Timesheets via PEMS Account’](#).
2. Students can open PEMS on their mobile device and you can approve their hours by [entering your PIN](#).

Approve Timesheets via PEMS Account

1. Log into PEMS (www.pems.hud.ac.uk) and click on 'Approve Timesheets':



2. Any timesheets that have been submitted for approval will appear:

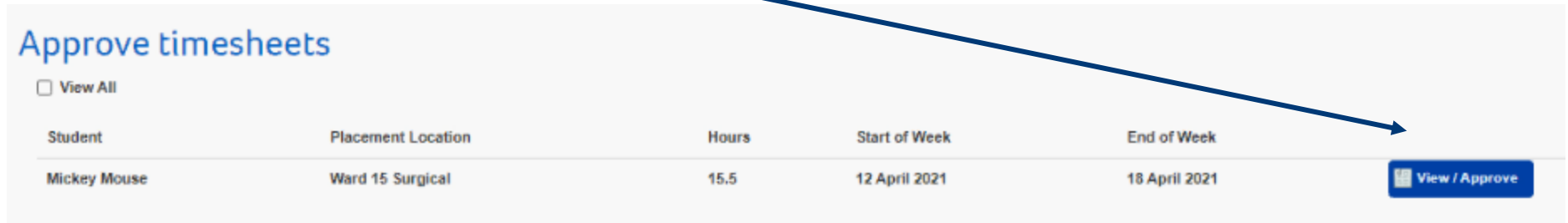
Approve timesheets

View All

Student	Placement Location	Hours	Start of Week	End of Week	
Mickey Mouse	Ward 15 Surgical	15.5	12 April 2021	18 April 2021	View / Approve

Approve Timesheets via PEMS Account

3. Click on 'View/Approve':



Approve timesheets

View All

Student	Placement Location	Hours	Start of Week	End of Week	
Mickey Mouse	Ward 15 Surgical	15.5	12 April 2021	18 April 2021	View / Approve

The submitted hours will then appear, along with the *'approve'* and *'reject'* timesheet buttons.



Mon	Tue	Wed	Thu	Fri	Sat	Sun
12 Apr 21	13 Apr 21	14 Apr 21	15 Apr 21	16 Apr 21	17 Apr 21	18 Apr 21
4.25 Hours	0 Hours	5.75 Hours	0 Hours	5.5 Hours	0 Hours	0 Hours

[Approve Timesheet](#) [Reject Timesheet](#)

Approve Timesheets via PEMS Account

4. Click on 'Approve Timesheets' if the hours are correct:

Mon	Tue	Wed	Thu	Fri	Sat	Sun
12 Apr 21	13 Apr 21	14 Apr 21	15 Apr 21	16 Apr 21	17 Apr 21	18 Apr 21
4.25 Hours	0 Hours	5.75 Hours	0 Hours	5.5 Hours	0 Hours	0 Hours

Once approved, the timesheets are locked and cannot be amended. If changes are required, please contact the University of Huddersfield Placements Team at hhsepd@hud.ac.uk or pems-support@hud.ac.uk.

*If the hours are incorrect, click on **'Reject Timesheets'**. The student will be informed via email that their timesheets have been rejected and that they need to amend them.*

Approve Timesheets via a Mobile Device

1. The student will log into their PEMS account on their mobile device and open the timesheet that needs approving:

Week

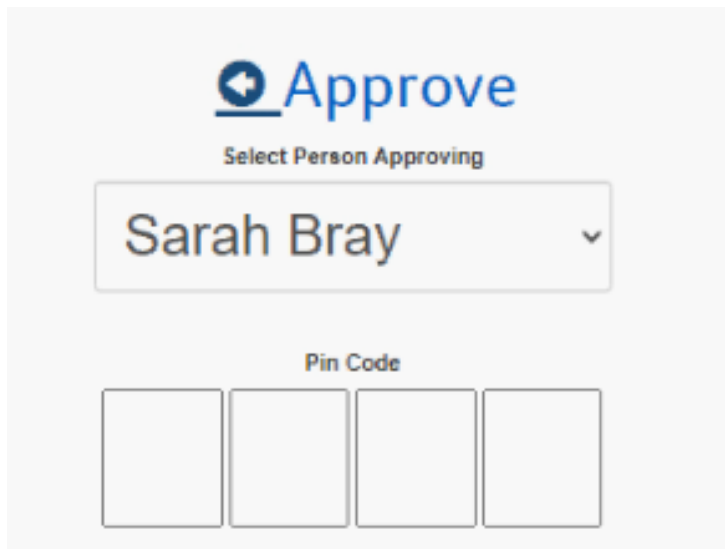
Day	Date	Hours	Comment	Amended By	Amendment Reason
Mon	12/04/2021	04:15			
Tue	13/04/2021	00:00			
Wed	14/04/2021	05:45			
Thu	15/04/2021	00:00			
Fri	16/04/2021	05:30			
Sat	17/04/2021	00:00			
Sun	18/04/2021	00:00			
Total:		15:30			

Approve Reject

Click on the **'Approve'** button if the hours are accurate.

Approve Timesheets via a Mobile Device

2. Select your name from the drop down list and enter your 4-digit PIN to approve the timesheet:



The screenshot shows a mobile application interface for approving timesheets. At the top, there is a blue back arrow icon followed by the word "Approve" in a large blue font. Below this, the text "Select Person Approving" is displayed in a smaller, grey font. A white dropdown menu is shown with the name "Sarah Bray" and a downward-pointing chevron icon on the right. Below the dropdown, the text "Pin Code" is centered above four empty square input boxes arranged horizontally.

This will lock the timesheet and it can no longer be amended.

View Timesheets

1. Log into PEMS (www.pems.hud.ac.uk) and click on 'Approve Timesheets':



2. Click on 'View All'. Any approved or in progress timesheets will appear:

A screenshot of a web interface. At the top left, there is a checkbox labeled 'View All' which is checked. Below it is a table with five columns: 'Student', 'Placement Location', 'Hours', 'Start of Week', and 'End of Week'. There are two rows of data. The first row shows 'Mickey Mouse' at 'Ward 15 Surgical' for 15.5 hours, starting on 12 April 2021 and ending on 18 April 2021, with an 'Approved' status button. The second row shows 'Mickey Mouse' at 'Ward 15 Surgical' for 11 hours, starting on 19 April 2021 and ending on 25 April 2021, with an 'In Progress' status button. A blue arrow points from the text above to the 'View All' checkbox.

View Timesheets

3. To view 'In Progress' timesheets, click on 'In Progress':



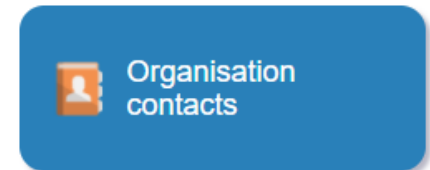
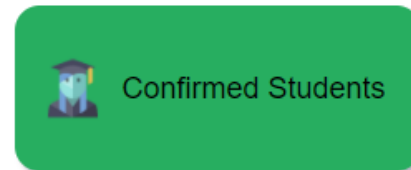
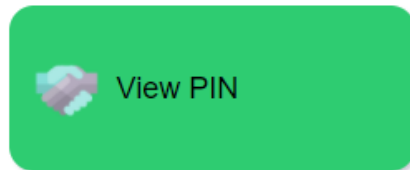
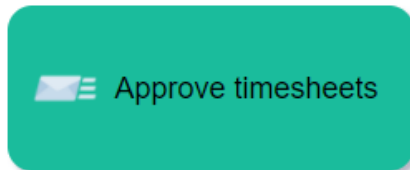
Student	Placement Location	Hours	Start of Week	End of Week	
Mickey Mouse	Ward 15 Surgical	15.5	12 April 2021	18 April 2021	<input type="checkbox"/> Approved
Mickey Mouse	Ward 15 Surgical	11	19 April 2021	25 April 2021	<input type="checkbox"/> In Progress

View All

Report Absences

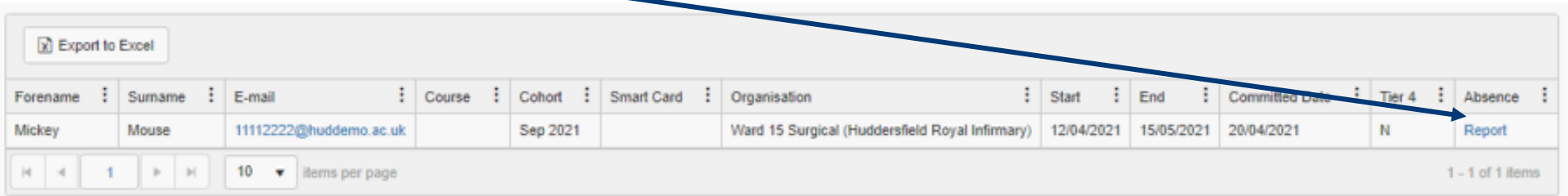
Both staff and students can report absences via PEMS. Students are no longer required to inform the Course Assistant Team of their absence.

1. Log into PEMS (www.pems.hud.ac.uk) and click on 'Confirmed Students':



Report Absences

2. Click on 'Report' under the Absence column:



Export to Excel

Forename	Surname	E-mail	Course	Cohort	Smart Card	Organisation	Start	End	Committed Date	Tier 4	Absence
Mickey	Mouse	11112222@huddemo.ac.uk		Sep 2021		Ward 15 Surgical (Huddersfield Royal Infirmary)	12/04/2021	15/05/2021	20/04/2021	N	Report

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3. Select the placement from the drop down menu:

Student

Mickey Mouse


Select Placement

Ward 15 Surgical (12/04/2021 - 15/05/2021)

Report Absences

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

Start of absence

End of absence

5. Select the reason for the absence, if known. Add a comment if required:

Reason

Comments

Report Absences

6. Identify if the student has informed you of their absence*:

Has the student contacted you to report the absence?

Yes No

7. Click on 'Submit Absence Form Now':

Submit absence form now

Cancel and return home

** Students are required to informed placement areas of their absence either via telephone or email.*