**Guide to Timesheet Completion on Cudos**

Each timesheet consists of a series of sessions. **As such, you may add as many sessions to a single timesheet as you wish**. Log in and go to:

‘Timesheets’ (green box on the right hand side)

‘Add’ (top hand corner)

Select your student from the drop-down

‘Save and go back to list’

The page will then say “Please Add sessions to this timesheet” at the bottom so go to:

‘Add’ (top left hand corner)

‘Select Skill’ (ie Note Taker, Academic Mental Health Tutor etc)

‘Location’ (add room / building details) (**compulsory field** – this must be completed)

‘Date’ (this refers to the **date of the session** not today’s date so add the date of the session you are claiming for here)

Add, by typing manually using the requisite format (10:00AM etc) or by using the purple rhombus to the right hand side (confusing):

‘Start Time’

‘End Time’

**‘Status’** - select one of the following:

1. ‘Completed’ (means the **student has attended** the session)

2. ‘DNA: Missed session (no contact at all)’

3. ‘DNA: Cancelled (at short notice)’

1. If you select ‘Completed’:

- ‘Session Log’:

**Note Takers etc**: Either put N/A or a dot here to allow you to move on (**compulsory field**)

**Tutors**: Please put details of the support session.

**\*\*Please note that ‘Completed’ does not mean that the timesheet has been sent to the student, only that you have populated it with information.\*\***

- ‘Next Session Date’ and ‘Next Session Time’ – **Note Takers etc should ignore this**

**Tutors** may use to add details of next session to appear in their student’s calendar.

- ‘Next Session Location’ – select ‘Not applicable’ (Note Takers etc) or add details if a Tutor (**compulsory** field)

‘Save and go back to list’

At this stage additional sessions can still be added to the timesheet – ‘Add’ (top left hand corner).

‘Submit the Timesheet’ (see button at left hand side) – **this will send the timesheet to the student for approval.**

The timesheet will show as **‘Submitted’**. When verified by the student this will change to **‘Approved.’**

2. If you select: ‘DNA: Missed Session (no contact at all)’:

- ‘Session Log’ will complete automatically with the above.

- ‘Next Session Date’ and ‘Next Session Time’ – **Note Takers etc should ignore this**

**Tutors** may use to add details of next session to appear in their student’s calendar.

- ‘Next Session Location’ – select ‘Not applicable’ (Note Takers etc) or add details if a Tutor (**compulsory** field)

‘Save and go back to list’

At this stage additional sessions can still be added to the timesheet – ‘Add’ (top left hand corner).

‘Submit the Timesheet’ (see button at left hand side) – **this will send the timesheet to the student for approval.**

The timesheet will show as **‘Submitted’**. When verified by the student this will change to **‘Approved.’**

3. If you select: ‘DNA: Cancelled at Short Notice’ **(ie less than 24 hours):**

- ‘Session Log’ will complete automatically with the above.

- ‘Next Session Date’ and ‘Next Session Time’ – **Note Takers etc should ignore this**

**Tutors** may use to add details of next session to appear in their student’s calendar.

- ‘Next Session Location’ – select ‘Not applicable’ (Note Takers etc) or add details if a Tutor (**compulsory** field)

‘Add Date Notified’ **(compulsory field)**

‘Add Time Notified’ ie when the student cancelled with you **(compulsory field)**

‘Reason’ - Select the most appropriate explanation from the drop-down

‘More Details’ - only complete / add further information if you select ‘Other’.

**\*Please do not add any further information to the free text ‘More Details’ box unless you have**

 **selected ‘Other’.**

‘Save and go back to list’

At this stage additional sessions can still be added to the timesheet – ‘Add’ (top left hand corner).

‘Submit the Timesheet’ (see button at left hand side) – **this will send the timesheet to the student for approval.**

The timesheet will show as **‘Submitted’**. When verified by the student this will change to **‘Approved.’**

**To edit a timesheet:**

Log in and go to:

‘Timesheets’ (green box on the right hand side).

Select ‘Sessions’ to see the full timesheet.

Choose ‘Edit’ on the timesheet you wish to amend.

**To delete a session from a timesheet:**

Select the tick boxes on the right hand side to choose which sessions you wish to remove, select the ‘Delete’ button which will appear in the top right hand corner to delete.

**To delete a timesheet (ie a series of sessions on one timesheet):**

Log in and go to:

‘Timesheets’ (green box on the right hand side)

Select ‘Sessions’ to see the full timesheet.

Either select ‘Delete this timesheet’ (right hand corner)