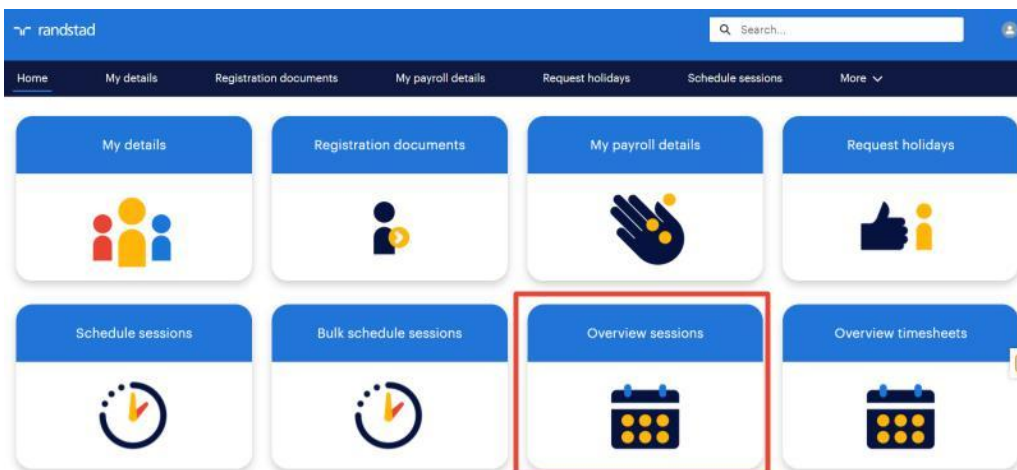


Step 1: Log into the community and click on the overview sessions tile



Step 2: All of your sessions will be displayed, click on a column header to change the order

The screenshot shows the 'Sessions' table with a red box highlighting the first four rows. The table has columns: Session N..., Session Start, Session End, Session Type, Student, Work Pla..., Missed ..., and Time Sheet.

Session N...	Session Start	Session End	Session Type	Student	Work Pla...	Missed ...	Time Sheet
S-000259	27/06/2022, 12:00	27/06/2022, 14:00	Face to face	Charlotte Page	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TSM-0277885
S-000261	06/06/2022, 13:00	06/06/2022, 14:00	Face to face	Charlotte Page	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TSM-0277882
S-000262	07/06/2022, 13:00	07/06/2022, 15:00	Virtual	Charlotte Page	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TSM-0277882
S-000263	30/06/2022, 14:00	30/06/2022, 16:00	Face to face	Charlotte Page	<input type="checkbox"/>	<input checked="" type="checkbox"/>	TSM-0277885

Step 3: You can see which sessions have already been marked as missed

The screenshot shows the 'Sessions' table with a red box highlighting the 'Missed' column. The table has columns: Session Na..., Session Start, Session End, Session Type, Student, Work Pla..., Missed ..., and Time Sheet.

Session Na...	Session Start	Session End	Session Type	Student	Work Pla...	Missed ...	Time Sheet
S-000261	06/06/2022, 13:00	06/06/2022, 14:00	Face to face	Charlotte Page	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TSM-0277882
S-000262	07/06/2022, 13:00	07/06/2022, 15:00	Virtual	Charlotte Page	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TSM-0277882
S-000266	13/06/2022, 09:30	13/06/2022, 12:00	Face to face	Charlotte Page	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TSM-0277883
S-000264	20/06/2022, 13:00	20/06/2022, 15:00	Face to face	Charlotte Page	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TSM-0277884
S-000265	21/06/2022, 14:00	21/06/2022, 15:00	Virtual	Charlotte Page	<input type="checkbox"/>	<input checked="" type="checkbox"/>	TSM-0277884

Step 4: Find the session you want to mark as missed and click onto it

The screenshot shows the 'Sessions' table with a red box highlighting the session S-002323. The table has columns: Session Name, Session Start, Session End, Session Type, Student, Work Pla..., Missed ..., and Time Sheet.

Session Name	Session Start	Session End	Session Type	Student	Work Pla...	Missed ...	Time Sheet
S-002323	05/05/2023, 10:00	05/05/2023, 11:00	Face to face	Randstad Student	<input type="checkbox"/>	<input type="checkbox"/>	TSM-02782146
S-002340	28/04/2023, 16:30	28/04/2023, 17:30	Face to face	Randstad Student	<input type="checkbox"/>	<input type="checkbox"/>	TSM-02782163
S-002322	28/04/2023, 10:00	28/04/2023, 11:00	Face to face	Randstad Student	<input type="checkbox"/>	<input type="checkbox"/>	TSM-02782145
S-002339	21/04/2023, 16:30	21/04/2023, 17:30	Face to face	Randstad Student	<input type="checkbox"/>	<input type="checkbox"/>	TSM-02782162

Step 5: Click the pencil next to missed session

Session
26/10/2022

Edit or cancel Session

Student
Randstad Student

Student CRN
123456798

Session Name
S-002348

Time Sheet
TSM-02782171

Session Type
Face to face

Missed Session

Reason for missed Session

Work Plan Finalised?

Step 6: Tick the missed session box, select the reason for the missed session then save

Session Name
S-002348

Time Sheet
TSM-02782171

Session Type
Face to face

Missed Session

Reason for missed Session
--None--

Work Plan Finalised?

Cancel Save

Step 7: You can now submit the timesheet, click the timesheet reference number

randstad

Home My details Registration documents My payroll details Request holidays Schedule sessions

Session
26/10/2022

Student
Randstad Student

Student CRN
123456798

Session Name
S-002348

Time Sheet
TSM-02782171

Session Type
Face to face

Step 8: Click submit

Time Sheet
TSM-02782171

Submit

Name
TSM-02782171

Account Name
University of Liverpool

Employee
Randstad Worker

Job Title
Notetaker

Start Date
26/10/2022

End Date
26/10/2022

The timesheet will now be sent for approval, you'll receive a notification when it's approved or rejected.

If your timesheet is rejected, please speak to your randstad contact.