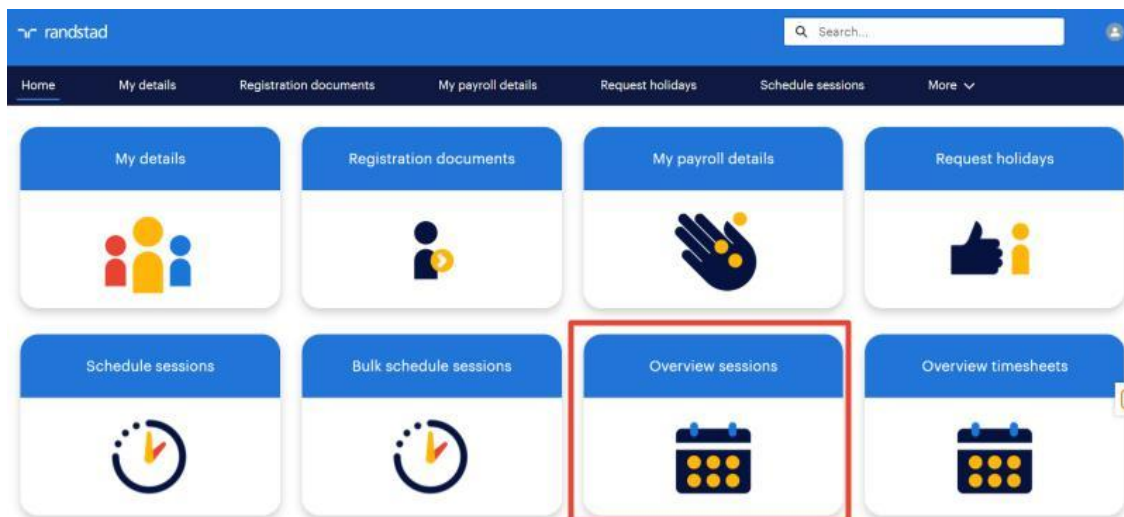
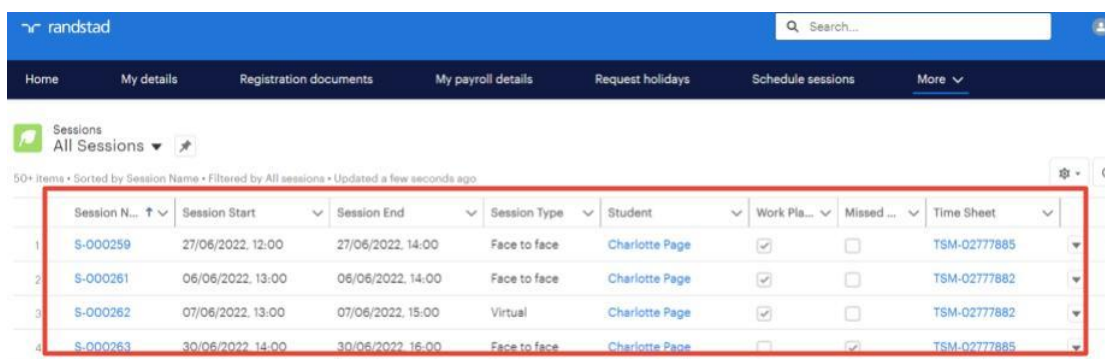


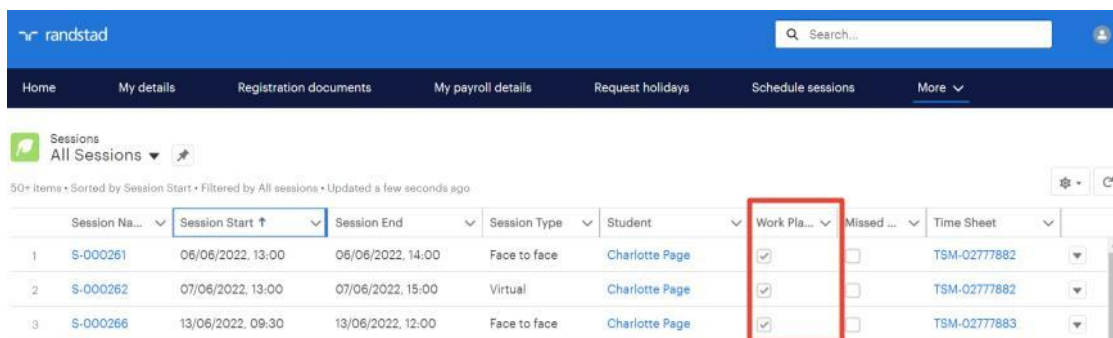
Step 1: Log into the community and click on the overview sessions tile



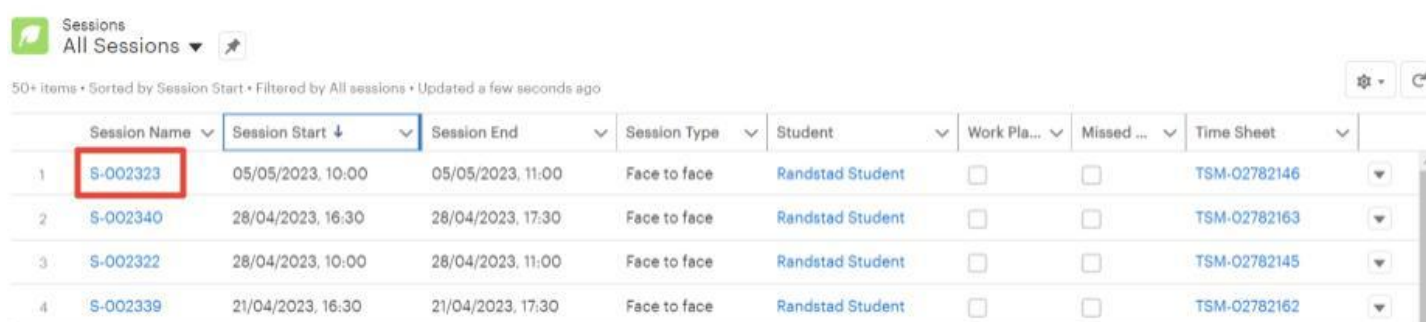
Step 2: All of your sessions will be displayed, click on a column header to change the order



Step 3: You can see which sessions have already had work plans uploaded



Step 4: Find the session you want to upload a work plan for and click onto it



Step 5: Scroll to the bottom to view the work plan, then click the pencil to edit

The screenshot shows a session details page. On the left, there are fields for Student (Randstad Student), Student DOB, Session Date (08/11/2022), Session Start (08/11/2022, 08:00), and Session End (08/11/2022, 08:30). On the right, there are fields for Session Type (Face to face), Missed Session (checkbox), Reason for missed Session, and Work Plan Finalised? (checkbox). A large red box highlights the 'Work Plan' section, which contains three parts: Work Plan Part A (Planned Session Topics), Work Plan Part B (Regular breaks offered), and Work Plan Part C (Covered Session Topics). A pencil icon in a red box is located to the right of the work plan section.

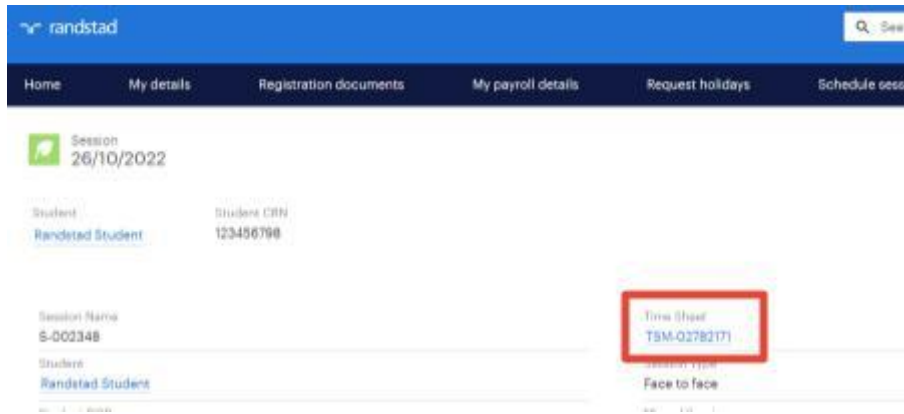
Step 6: The screen will now open for editing, complete all sections of the work plan then save

The screenshot shows the work plan editing screen. The work plan section is highlighted with a red box and contains three parts: Work Plan Part A (Planned Session Topics) with the text 'example planned session topics', Work Plan Part B (Regular breaks offered) with a dropdown menu set to 'Yes' and a checkbox for 'Session delivered at suitable pace' set to 'Yes', and Work Plan Part C (Covered Session Topics) with the text 'example covered session topics'. At the bottom, there are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted by a red box.

Step 7: Check that the work plan finalised box is ticked, if not you have not fully completed the work plan, click the pencil again to continue editing

The screenshot shows the session details page with the 'Work Plan Finalised?' checkbox ticked. The top navigation bar includes 'randstad', a search bar, and menu items: Home, My details, Registration documents, My payroll details, Request holidays, Schedule sessions, and More. The session details include Session (08/11/2022) with an 'Edit or cancel Session' button, Student (Randstad Student) with Student CRN (123456798), Session Name (S-002375), Student (Randstad Student), Student DOB, Session Date (08/11/2022), Session Start (08/11/2022, 08:00), Session End, Time Sheet (TSM-02782214), Session Type (Face to face), Missed Session (checkbox), Reason for missed Session, and Work Plan Finalised? (checkbox, which is ticked and highlighted with a red box).

Step 8: You can now submit the timesheet, click the timesheet reference number



The screenshot shows the Randstad portal interface. At the top, there is a blue header with the Randstad logo and a search bar. Below the header is a navigation menu with options: Home, My details, Registration documents, My payroll details, Request holidays, and Schedule session. The main content area displays session information for 26/10/2022. It includes fields for Student (Randstad Student), Student IDN (123456798), Session Name (S-002348), and Student (Randstad Student). A red box highlights the 'Time Sheet' reference number 'TSM-02782171' and the session type 'Face to face'.

Step 9: Click submit



The screenshot shows the 'Time Sheet' submission page. At the top left, there is a purple icon and the text 'Time Sheet TSM-02782171'. At the top right, there is a red-bordered 'Submit' button. Below this, there are two columns of form fields. The left column contains: Name (TSM-02782171), Employee (Randstad Worker), and Start Date (26/10/2022). The right column contains: Account Name (University of Liverpool), Job Title (Notetaker), and 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.