

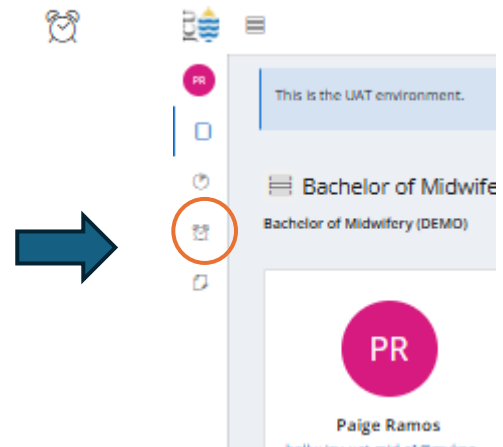
# Complete a timesheet

Complete a timesheet via your web browser

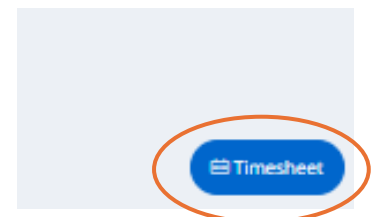
- ▶ Go to the [JCU MyProgress sign in page](#). For step-by-step instructions, refer to the [JCU MyProgress sign in guide](#).

## STEP 1:

To enter timesheets, click on the **"Timesheets"** icon section on the left hand side of the screen



You can also do this via the timesheet widget on the bottom right hand side of your screen



## STEP 2:

When first logging hours for the week, or when you need to add multiple "Activity" hours in a week:

- Click on [+ Add timesheet row](#) in the bottom left of the timesheet table.
- Click on [Copy rows from previous week](#) for subsequent weeks if you are working standard hours (such as those attended in clinics)

Timesheet

Timesheets > Timesheet

This page shows your weekly timesheet entries only. Adjustments are not reflected here. They are visible on the timesheet dashboard or the program timesheets page.

Week 18, 27 April 2026 - 3 May 2026 Verified Unverified This week < >

Placement	Activity	Mon 27th Apr 0:00	Tue 28th Apr 0:00	Wed 29th Apr 0:00	Thu 30th Apr 0:00	Fri 1st May 0:00	Sat 2nd May 0:00	Sun 3rd May 0:00	Total 0:00
<a href="#">+ Add timesheet row</a>	<a href="#">Copy rows from previous week</a>	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00

- You can change between weeks by selecting the calendar icon, or navigating through each week by selecting the > < arrows. Last week < >

Absence

Timesheets > Absence

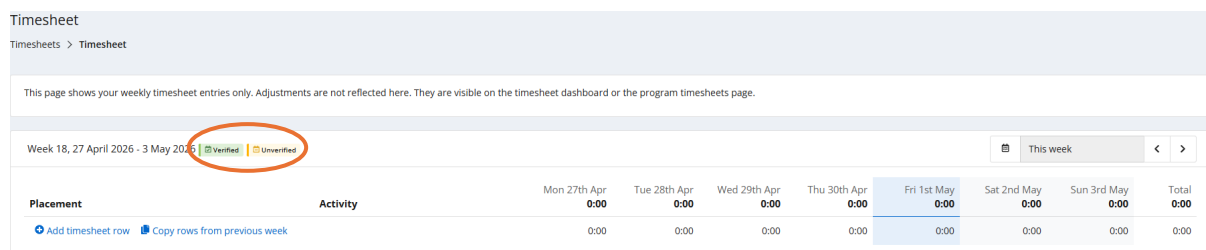
Week 8, 16 February 2026 - 22 February 2026 Verified Unverified This week < >

*Timesheet input actions:*

Column	Description
Placement/Activity	The allocation and activity dropdowns for this row
Monday – Sunday	Input cells for each day's hours (or time entries)
Total	Sum of hours for this row across the week

Each day column header shows the date, daily total hours, and colour-coded indicators:

- Highlight – today's date
- Grey background – weekend days
- Amber/yellow background with warning icon – daily soft limit exceeded
- Red background with error icon – daily hard limit reached
- Yellow – unverified hours
- Green – verified hours



*Timesheets are required to be:*

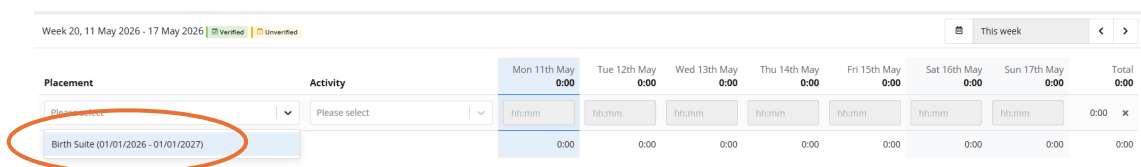
- Signed-off and verified: You provide assessor details when recording hours, and the assessor must then log in to formally verify your hours.

Feature	Description	What It Means
<b>Sign-Off</b>	Student provides assessor details when recording hours	When recording hours, you provide the details of the clinical partner (CP) or the clinical assessor (CA) who witnessed your work. To do this you can either select from a list of available CP/CA (if previously used or associated to your account) or manually enter their

		name and email. This information is stored with the entry but does not require the CP/CA to take any action.
<b>Verification</b>	Assessor formally approves the hours	The clinical assessor (CA) only is able to verify timesheets. The CA must log in and explicitly verify your timesheet entries. Until verified, entries are tracked as "unverified" and the assessor can review them on the Unverified Timesheets page.

### STEP 3:

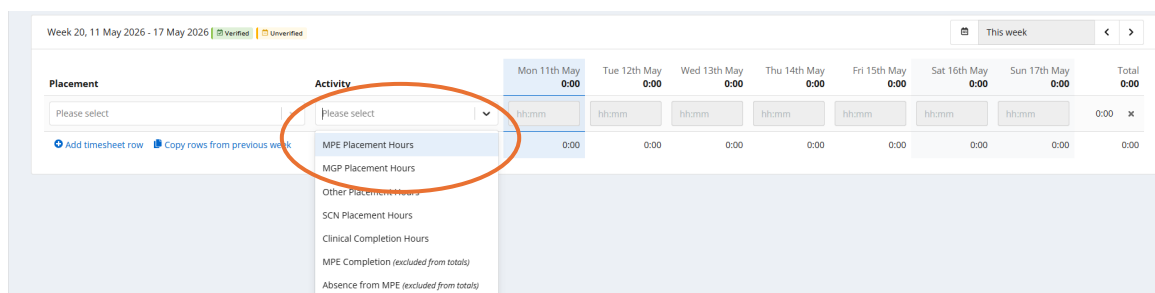
Select the relevant placement (note this is generated from inPlace and is not editable)



<b>Placement</b>	This is the ‘provider’ or clinical facility and is linked to what is recorded in InPlace
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### Step 4:

Select the “activity” type from the drop down list that will appear.



<b>Activity</b>	This is the type of hours that your are undertaking
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*Timesheet descriptions:*

MPE Placement Hours	These are all hours undertaken in clinical settings that are not related to a MGP setting
MGP Placement Hours	Those hours that you have undertaken MPE within a MGP setting
Other Placement Hours	When additional MPE hours are to be logged for the day (e.g. when return to birth suite in MGP role)
SCN Placement Hours	To be utilised only when on SCN placement block
Clinical Completion Hours (CCH)	Hours attended to complete required MPE associated with absences for sickness, LOA.
MPE Completion (excluded from totals)	Hours attended above the MPE hours allocated for the course but required for student to complete midwifery practice experiences for registration (e.g. birth accoucheur). *Do not add to total hours for course.
Absence from MPE (excluded from totals)	Hours logged for and absence on MPE that needs to be made-up. *Do not add to total hours for course.

**STEP 5:**

Select the appropriate day and enter the amount of hours, which will prompt the timesheet to be created.

The cell accepts both decimal format (e.g., "7.5") and HH:MM format (e.g.,"7:30") However if you enter a decimal format, for example 7.5 thinking this will be 7 hours and 30 minutes - MyProgress will convert to 7 hours and 18 minutes. Preferably please enter the time with a colon - so 7hours and 30 minutes as 7:30.

		Mon 20th Apr	Tue 21st Apr	Wed 22nd Apr	Thu 23rd Apr	Fri 24th Apr	Sat 25th Apr	Sun 26th Apr	Total
Placement	Activity	0:00	▲ 10:00	▲ 10:00	0:00	0:00	0:00	0:00	20:00
Birth Suite (01/01/2026 - 01/01/2027)	MPE Placement Hours	hh:mm	10:00	8:00	hh:mm	hh:mm	hh:mm	hh:mm	18:00 x
Birth Suite (01/01/2026 - 01/01/2027)	Absence from MPE (excluded from to...)	hh:mm	hh:mm	2:00	hh:mm	hh:mm	hh:mm	hh:mm	2:00 x
Birth Suite (01/01/2026 - 01/01/2027)	MPE Completion (excluded from totals)	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	0:00 x
		0:00	▲ 10:00	▲ 10:00	0:00	0:00	0:00	0:00	20:00

### STEP 6:

Once you've entered the hours as required, enter the appropriate sign off staff members details, and a comment. Note that this can be either the clinical partner (no account) or the clinical assessor (with account). \*The person allocated will receive an email.

#### Create Timesheet

21 April 2026  
 Birth Suite  
 MPE Completion ⓘ

Calculated: 2:00

This entry will exceed the recommended daily limit of 8 hours.

Sign off \*

Please select practice staff...

If the person is not listed provide their details below

Name \*

Email \*

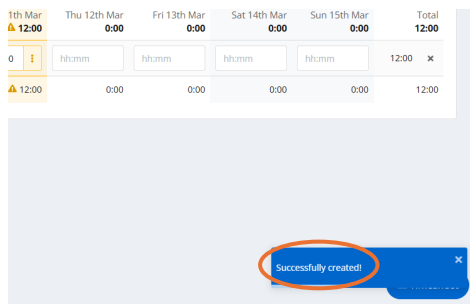


Comment (optional)

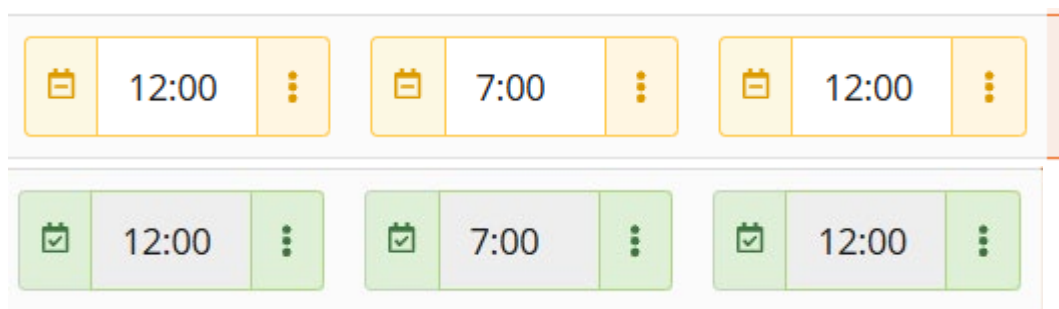
Cancel Save

### CHECK:

You will see that the timesheet is 'successfully created' in the bottom right corner



Once submitted, the timesheets will appear in **orange** if they require to be signed off by a member of staff, or **green** if they have been verified/verification isn't required.



## EDITING:

### *Unverified Timesheet Entries*

Selecting the three vertical dots will allow you to edit the timesheet if it **has not** been verified and gives you the ability to delete the timesheet or send it to a different member of staff.

## Edit Timesheet

25 February 2026

ABC MT1

Night Shift

Calculated: **12:00** (12 h)

Selected Practice Staff



Will SyS ACTIVE

[william.hukin@myknowledgemap.com](mailto:william.hukin@myknowledgemap.com)

Change

Comment (optional)

DeleteCancelSave

### *Verified Timesheet Entries*

Students cannot edit timesheet entries once verified. To edit hours, that have been submitted you will be required to reach out the subject coordinator via [mpe@jcu.edu.au](mailto:mpe@jcu.edu.au) to have this amended.