

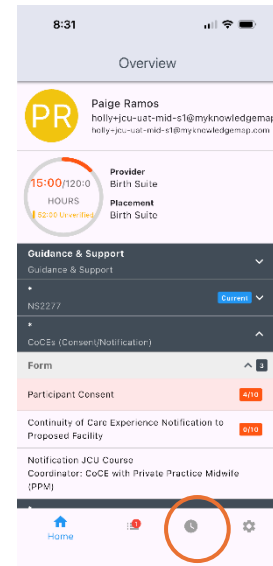
Complete a timesheet

Complete a timesheet via your mobile app

- ▶ Go to the mobile app. For step-by-step instructions, refer to the JCU MyProgress sign in guide.

STEP 1:

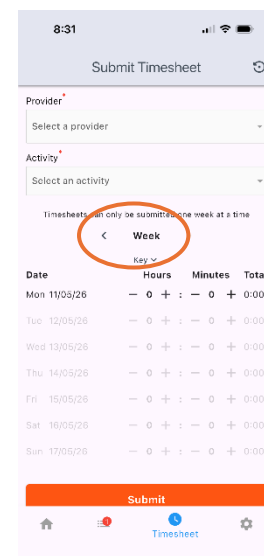
To enter timesheets, click on the "Timesheets" icon section on the lower right hand side of screen



STEP 2:

The page will open up with the ability to enter the "Provider", "Activity" & "Hours/Minutes"

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



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:

- Bold text – today's date
- 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:

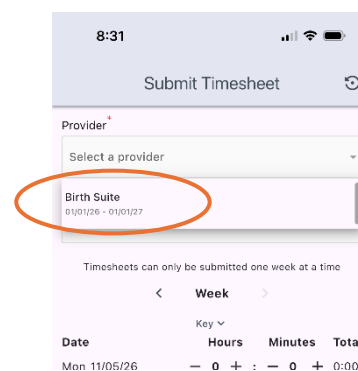
- Signed-off and verified: You provide assessor details when recording hours, and the assessor must then log in to formally verify your hours.

Feature	Description	What It Means
Sign-Off	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.
Verification	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
(generated by inPlace – not editable)

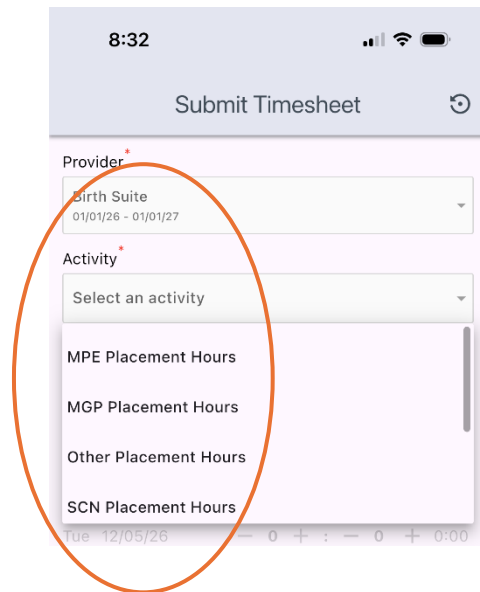
Placement	This is the 'provider' or clinical facility and is linked to what is recorded in InPlace
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Step 4:

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

Activity	This is the type of hours that your are undertaking
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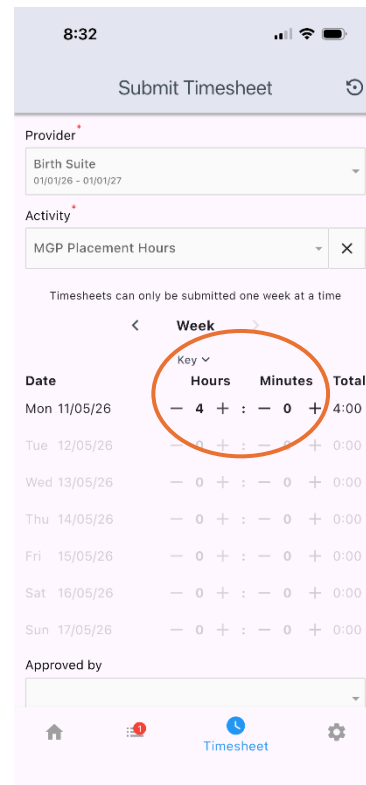


Timesheet descriptions:

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 and minutes by clicking on the +/- symbols



8:32 Submit Timesheet

Provider*
Birth Suite
01/01/26 - 01/01/27

Activity*
MGP Placement Hours

Timesheets can only be submitted one week at a time

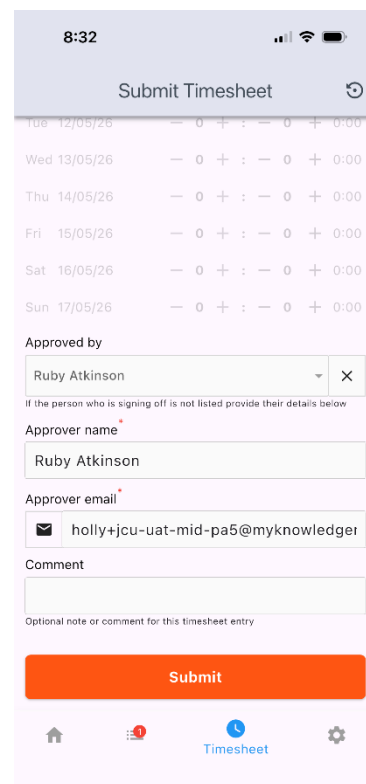
Week

Date	Hours	Minutes	Total
Mon 11/05/26	4	0	4:00
Tue 12/05/26	0	0	0:00
Wed 13/05/26	0	0	0:00
Thu 14/05/26	0	0	0:00
Fri 15/05/26	0	0	0:00
Sat 16/05/26	0	0	0:00
Sun 17/05/26	0	0	0:00

Approved by

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.



8:32 Submit Timesheet

Approved by
Ruby Atkinson

If the person who is signing off is not listed provide their details below

Approver name*
Ruby Atkinson

Approver email*
holly+jcu-uat-mid-pa5@myknowledge

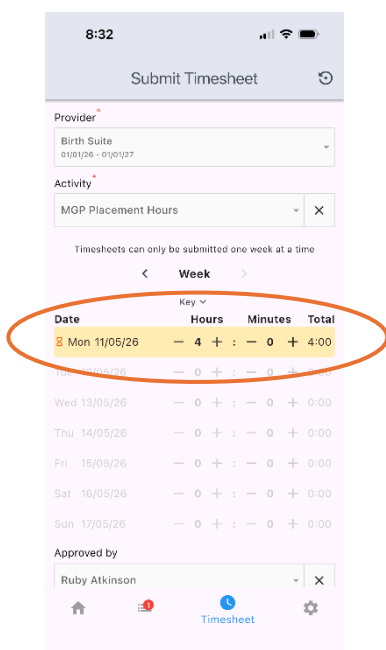
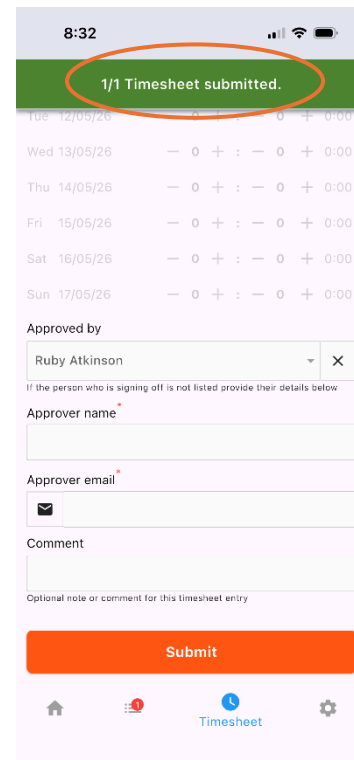
Comment
Optional note or comment for this timesheet entry

Submit

CHECK:

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

Once submitted, the timesheets will appear in **yellow** and have a timer icon ⌚ 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

Edit the hours by selecting the +/- symbols and then attend Step 6 again. Editing will only be available if the timesheet **has not** been verified.

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 to have this amended.