



Charles Sturt
University

User Guide

Student - InPlace Timesheets

Faculty of Science and Health

For further information please contact: FOSH-WPL@CSU.EDU.AU

Charles Sturt University - TEQSA Provider Identification:
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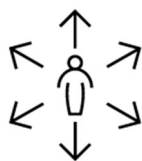
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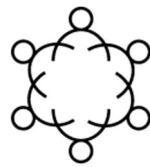
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Insightful



Impactful



Inclusive



Inspiring

Accessing your Timesheet

Log in to your InPlace Dashboard using your CSU username and password.

The screenshot displays the InPlace dashboard interface. At the top, a dark blue navigation bar contains the following tabs: Home, Confirmed, Available, Requirements, Calendar, Shared Documents, Surveys/Assessments, My Details, and a user profile dropdown for 2130105 (2243171). Below the navigation bar, the main content area is divided into several sections:

- Welcome to InPlace**: A large blue header section.
- Confirmed**: A section with a thumbs-up icon, titled "Next Attending (1 of 2)". It lists: "Wagga Wagga Base Hospital: Emergency Department", "TESTCOORDINATOR TestAcademic, TESTMARKER 1 TestAcademic, AGENCY TestCoordinator", "AGENCY TestSupervisor", "28/08/2024 AM Shift", and "26/08/2024 - 20/09/2024". A "View All Confirmed" button is located at the bottom.
- Available**: A section with a calendar icon, containing "View Available" and "View Shortlisted" buttons.
- To Do**: A section with a red notification badge (1). It contains a task: "You have 2 outstanding Timesheet(s) for your Placement at Wagga Wagga Base Hospital: Emergency Department". Two red arrows point to the task title and the task icon.
- Notifications**: A section with a red notification badge (8). It contains several notifications, including: "You have been assigned to Wagga Wagga Base Hospital: Emergency Department. Starting on: 26/08/2024.", "Warning: NSW Working with Children Check expiring on: 18/09/2024.", "Warning: ACT Working with Vulnerable People Check expiring on: 18/09/2024.", and two messages about "WPL Weekly drop in sessions".

Go to your "To Do" list. Click on '... outstanding Timesheet/s for your Placement....' task.

Your timesheet will open, see next page

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Wagga Wagga Base Hospital: Emergency Department

Placement for NRS276 202460 On Campus: Test ANSAT
 26/08/2024 - 20/09/2024 160 Hours NRS276

Details **Schedule** Docs Assessment Carpool Forms

Attendance Summary



Add Day to Schedule

○ 160 Hours Required ● 0 Hours Completed

Date	Agency	Shift	Actual Hours	Attended Hours	Absent Reason	Confirmed	Comments	Action
○ 26/08/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		
○ 27/08/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		
○ 28/08/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		
○ 29/08/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		
○ 30/08/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		
○ 02/09/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		
○ 03/09/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		
○ 04/09/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		
○ 05/09/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		
○ 06/09/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		
○ 09/09/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		

If your roster is self-populated it will look like this. If there is no data showing click on 'Add Day to Schedule'

Manual Entry of Roster

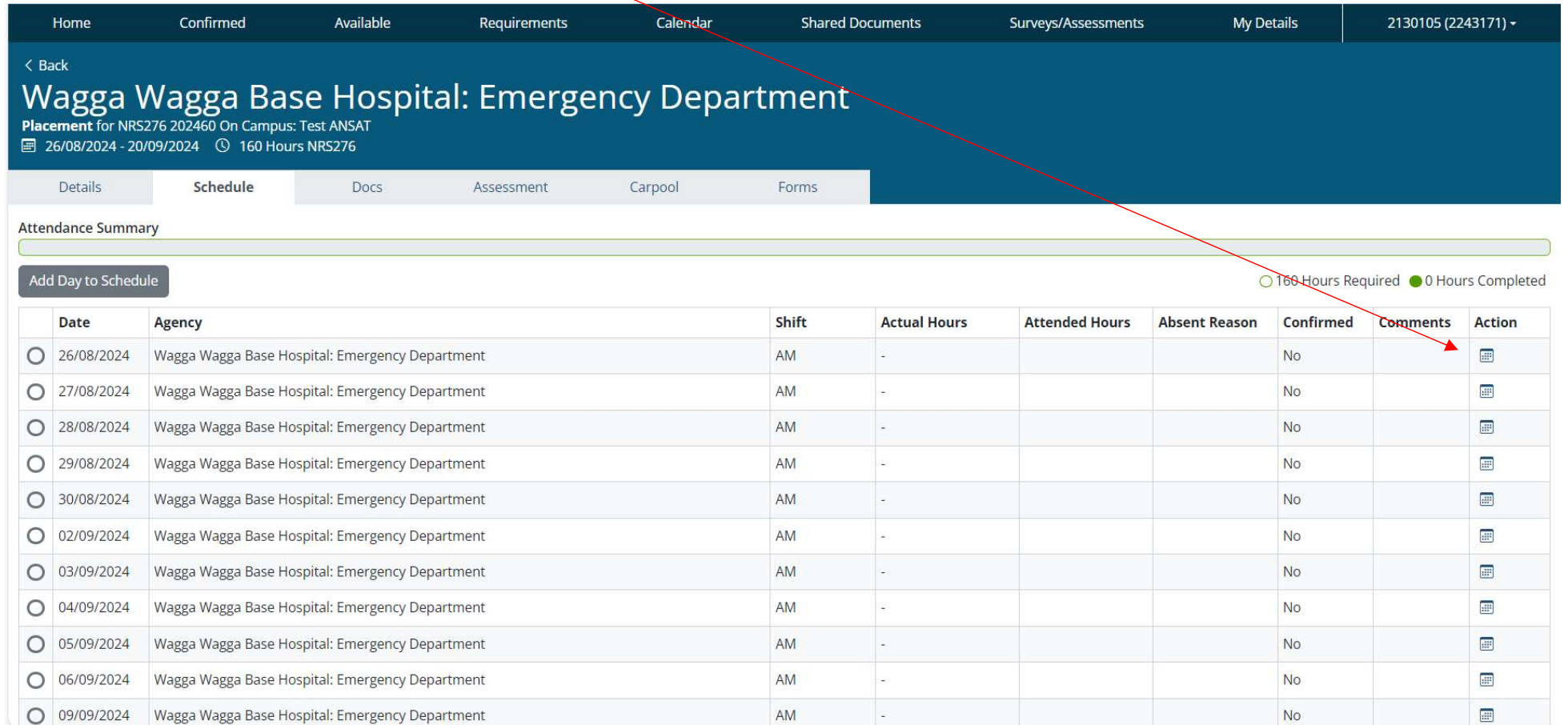
If you need to add your roster manually complete this box with the details and click Save:

The screenshot displays the InPlace system interface for a student impersonating 'Tester3 Student3 (11806315)'. The main page is titled 'Wagga Wagga Base Hospital: Emergency Department' and shows a roster for 'Placement for NRS276 202460 On Campus: Test ANSAT' from 26/08/2024 to 20/09/2024, totaling 160 hours. A modal dialog box titled 'Add Day to Schedule' is open, prompting for 'Date *', 'Start Time *', and 'End Time *'. The 'Date' field is pre-filled with 'day/month/year'. The 'Start Time' field is pre-filled with '00:00' and the 'End Time' field is pre-filled with '23:59'. The dialog box has 'Cancel' and 'Save' buttons. Below the dialog box, a table shows the roster details for each day from 26/08/2024 to 09/09/2024, with columns for Date, Agency, and a grid for attendance tracking.












Date	Agency	AM	PM	Attended Hours	Absent Reason	Confirmed	Comments	Action
<input type="radio"/> 26/08/2024	Wagga Wagga Base Hospital: Emergency Department					No		
<input type="radio"/> 27/08/2024	Wagga Wagga Base Hospital: Emergency Department					No		
<input type="radio"/> 28/08/2024	Wagga Wagga Base Hospital: Emergency Department					No		
<input type="radio"/> 29/08/2024	Wagga Wagga Base Hospital: Emergency Department					No		
<input type="radio"/> 30/08/2024	Wagga Wagga Base Hospital: Emergency Department					No		
<input type="radio"/> 02/09/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		
<input type="radio"/> 03/09/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		
<input type="radio"/> 04/09/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		
<input type="radio"/> 05/09/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		
<input type="radio"/> 06/09/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		
<input type="radio"/> 09/09/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		

Entering Completed Hours

To enter your completed hours – click on the “Action” button:



The screenshot shows a web application interface for managing hours. At the top, there is a navigation bar with links: Home, Confirmed, Available, Requirements, Calendar, Shared Documents, Surveys/Assessments, My Details, and a user ID 2130105 (2243171). Below this is a header for 'Wagga Wagga Base Hospital: Emergency Department' with a placement for NRS276 202460 On Campus: Test ANSAT, valid from 26/08/2024 to 20/09/2024 for 160 hours. A secondary navigation bar includes tabs for Details, Schedule (selected), Docs, Assessment, Carpool, and Forms. An 'Attendance Summary' section shows a progress bar and a button 'Add Day to Schedule'. A status indicator shows 160 hours required and 0 hours completed. The main table lists dates from 26/08/2024 to 09/09/2024, all with 'AM' shifts and 'No' confirmed status. Each row has an 'Action' button with a calendar icon.

Date	Agency	Shift	Actual Hours	Attended Hours	Absent Reason	Confirmed	Comments	Action
<input type="radio"/> 26/08/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		
<input type="radio"/> 27/08/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		
<input type="radio"/> 28/08/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		
<input type="radio"/> 29/08/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		
<input type="radio"/> 30/08/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		
<input type="radio"/> 02/09/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		
<input type="radio"/> 03/09/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		
<input type="radio"/> 04/09/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		
<input type="radio"/> 05/09/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		
<input type="radio"/> 06/09/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		
<input type="radio"/> 09/09/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		

This section verifies the actual hours you have worked during your placement (your rostered shifts).

Please input using the 24-hour format (eg: 1.30pm = 13:30 | 5pm = 17:00)

Complete the following fields Actual: 'Start Time' and 'End Time'. 'Break Hours' is used for any breaks you have taken during your shift (eg lunch 00:30).

The 'Attended hours' field will automatically populate using those 3 fields.

The screenshot shows a web interface for a 'Timesheet'. At the top, there is a navigation bar with links: Home, Confirmed, Available, Requirements, Calendar, Shared Documents, Surveys/Assessments, My Details, and a user ID 2130105 (2243171). Below the navigation bar, the page title is 'Timesheet' for 'Tester3 Student3 (11806315)'. The placement details are 'Placement at Wagga Wagga Base Hospital: Emergency Department' on '26/08/2024' for an 'AM Shift'. The session is 'Session NRS276 202460 On Campus: Test ANSAT'.

The main form is divided into sections: 'Planned', 'Actual', 'Attended hours', 'Absent', and 'Comments'. The 'Planned' section has fields for 'Start Time' (00:00), 'End Time' (11:59), 'Break Hours' (00:00), and 'Day' (Monday). The 'Actual' section has fields for 'Start Time *', 'End Time *', and 'Break Hours'. The 'Attended hours' field shows '0'. The 'Absent' section has an 'Absent' checkbox. The 'Comments' section has a text input field.

A callout box titled 'Actual' is overlaid on the form, showing an example of the 'Actual' section with the following values: 'Start Time *' is 07:00, 'End Time *' is 15:30, 'Break Hours' is 00:30, and 'Attended hours' is 8. Red arrows point from the text above to the 'Actual' section fields in the main form.

At the bottom right of the form, there are 'Cancel' and 'Submit' buttons.

It should look like below. Once your entries are entered correctly click 'Submit'.

Home Confirmed Available Requirements Calendar Shared Documents Surveys/Assessments My Details 2130105 (2243171) ▾

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Timesheet

Tester3 Student3 (11806315)
Placement at Wagga Wagga Base Hospital: Emergency Department 📅 26/08/2024 🕒 AM Shift
Session NRS276 202460 On Campus: Test ANSAT

Planned

Start Time	End Time	Break Hours	Day
<input type="text" value="00:00"/>	<input type="text" value="11:59"/>	<input type="text" value="00:00"/>	<input type="text" value="Monday"/>

Actual

Start Time *	End Time *	Break Hours
<input type="text" value="07:00"/>	<input type="text" value="15:30"/>	<input type="text" value="00:30"/>

Attended hours

Absent

Absent

Absent

Absent

Comments

Comments

Cancel

When you click Submit, you will be returned to the Timesheet Schedule screen. These areas will be automatically highlighted and populated.

Home Confirmed Available Requirements Calendar Shared Documents Surveys/Assessments My Details 2130105 (2243171) ▾

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Wagga Wagga Base Hospital: Emergency Department

Placement for NRS276 202460 On Campus: Test ANSAT
 26/08/2024 - 20/09/2024 160 Hours NRS276

Details **Schedule** Docs Assessment Carpool Forms

Attendance Summary
 5%

Add Day to Schedule ○ 160 Hours Required ● 8 Hours Completed

	Date	Agency	Shift	Actual Hours	Attended Hours	Absent Reason	Confirmed	Comments	Action
<input checked="" type="radio"/>	26/08/2024	Wagga Wagga Base Hospital: Emergency Department	AM	7:00 am - 3:30 pm	8		No		
<input type="radio"/>	27/08/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		
<input type="radio"/>	28/08/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		
<input type="radio"/>	29/08/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		
<input type="radio"/>	30/08/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		
<input type="radio"/>	02/09/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		
<input type="radio"/>	03/09/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		
<input type="radio"/>	04/09/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		
<input type="radio"/>	05/09/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		
<input type="radio"/>	06/09/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		
<input type="radio"/>	09/09/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		
<input type="radio"/>	10/09/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		
<input type="radio"/>	11/09/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		

Entering Absences

If you are absent for any shift during your placement, click on the 'Action' icon for the respective shift you are absent.

2130105 (2243171) ▾
Home Confirmed Available Requirements Calendar Shared Documents Surveys/Assessments My Details

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Wagga Wagga Base Hospital: Emergency Department

Placement for NRS276 202460 On Campus: Test ANSAT
📅 26/08/2024 - 20/09/2024 ⌚ 160 Hours NRS276

Details
Schedule
Docs
Assessment
Carpool
Forms

Attendance Summary

5%

Add Day to Schedule

🕒 160 Hours Required 🟢 8 Hours Completed

Date	Agency	Shift	Actual Hours	Attended Hours	Absent Reason	Confirmed	Comments	Action
🟢 26/08/2024	Wagga Wagga Base Hospital: Emergency Department	AM	7:00 am - 3:30 pm	8		No		📅
⊖ 27/08/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		📅
⊖ 28/08/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		📅
⊖ 29/08/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		📅
⊖ 30/08/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		📅
⊖ 02/09/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		📅
⊖ 03/09/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		📅
⊖ 04/09/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		📅
⊖ 05/09/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		📅
⊖ 06/09/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		📅
⊖ 09/09/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		📅
⊖ 10/09/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		📅
⊖ 11/09/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		📅

Enter 0:00 as the Actual Start and End Times (see below).

Click the 'Absent' button. Use the drop-down menu to select the 'Absent reason' and enter your 'Absent comment'. Click Submit.

The screenshot displays a web-based Timesheet application. At the top, a navigation bar includes links for Home, Confirmed, Available, Requirements, Calendar, Shared Documents, Surveys/Assessments, and My Details, along with a user ID of 2130105 (2243171). The main header area shows a back arrow, the title 'Timesheet', and session details: 'Tester3 Student3 (11806315)', 'Placement at Wagga Wagga Base Hospital: Emergency Department', '27/08/2024', and 'AM Shift'. Below this, the 'Planned' section shows fields for Start Time (00:00), End Time (11:59), Break Hours (00:00), and Day (Tuesday). The 'Actual' section is highlighted with a red-bordered inset. It contains fields for Start Time (00:00), End Time (00:00), and Break Hours (00:00), followed by an 'Attended hours' field with the value 0. The 'Absent' section is checked, with 'Absent hours' set to 8. A dropdown menu for 'Absent reason' is open, showing options like 'Sick Leave - Nursing' and 'Annual Leave - Nursing'. The 'Absent comment' field contains the text 'Sick leave - have notified the facilitator and subject convenor...'. At the bottom right, there are 'Cancel' and 'Submit' buttons. Red arrows from the text above point to the 'Actual' Start and End Time fields, the 'Absent' button, the 'Absent reason' dropdown, and the 'Submit' button.

When you click Submit, you will be returned to the Timesheet Schedule screen. These areas will be automatically highlighted and populated.

Home Confirmed Available Requirements Calendar Shared Documents Surveys/Assessments My Details 2130105 (2243171) ▾

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Wagga Wagga Base Hospital: Emergency Department

Placement for NRS276 202460 On Campus: Test ANSAT
 26/08/2024 - 20/09/2024 160 Hours NRS276

Details **Schedule** Docs Assessment Carpool Forms

Attendance Summary 5%

Add Day to Schedule ○ 160 Hours Required ● 8 Hours Completed

	Date	Agency	Shift	Actual Hours	Attended Hours	Absent Reason	Confirmed	Comments	Action
●	26/08/2024	Wagga Wagga Base Hospital: Emergency Department	AM	7:00 am - 3:30 pm	8		No		📅
●	27/08/2024	Wagga Wagga Base Hospital: Emergency Department	AM	12:00 am - 12:00 am	0	📅	No		📅
○	28/08/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		📅
○	29/08/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		📅
○	30/08/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		📅
○	02/09/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		📅
○	03/09/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		📅
○	04/09/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		📅
○	05/09/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		📅
○	06/09/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		📅
○	09/09/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		📅
○	10/09/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		📅
○	11/09/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-			No		📅

End of Placement

By the end of your placement, you should have entered all your shift hours required for your placement, including any absences during your placement.

Your supervisor will confirm and sign off the hours you have entered in your InPlace Timesheet.

Your ANSAT document will reflect the hours you have completed and the University Marker will cross check your timesheet hours and absences with your ANSAT document prior to submitting your grade.

Please allow 2 weeks post placement for this process to be completed.

Questions?

Student Timesheet Enquiries: FOSH-WPL@csu.edu.au - Please type in the Subject line: ANSAT Student Timesheet Query