



Charles Sturt  
University

User Guide

# Student - InPlace Timesheets

Faculty of Science and Health

For further information please contact: [FOSH-WPL@CSU.EDU.AU](mailto:FOSH-WPL@CSU.EDU.AU)

Charles Sturt University - TEQSA Provider Identification:  
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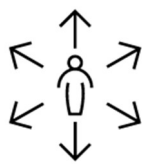
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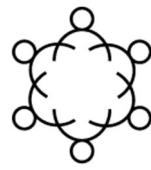
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Insightful



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, a white banner reads "Welcome to InPlace". The main content area is divided into two columns. The left column features a "Confirmed" section with a thumbs-up icon, titled "Next Attending (1 of 2)", listing "Wagga Wagga Base Hospital: Emergency Department" and "AGENCY TestSupervisor" for the shift "28/08/2024 AM Shift" on "26/08/2024 - 20/09/2024", with a "View All Confirmed" button. The right column features an "Available" section with a calendar icon and buttons for "View Available" and "View Shortlisted". Below these are two sections: "To Do" with a red notification badge (1) and a task "You have 2 outstanding Timesheet(s) for your Placement at Wagga Wagga Base Hospital: Emergency Department" with a red arrow pointing to the task icon; and "Notifications" with a red notification badge (8) and three items: an assignment notification, two working with children checks, and two WPL weekly drop-in session messages.

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 placement at Wagga Wagga Base Hospital: Emergency Department. The user is impersonating 'Tester3 Student3 (11806315)'. The interface includes a navigation bar with options like Home, Confirmed, Available, Requirements, Calendar, Shared Documents, Surveys/Assessments, and My Details. The main content area shows the placement details and a table for the roster. A modal dialog box titled 'Add Day to Schedule' is open, prompting the user to enter a date, start time, and end time. The dialog box has a 'Date \*' field with a calendar icon, a 'Start Time \*' field with a clock icon, and an 'End Time \*' field with a clock icon. At the bottom of the dialog are 'Cancel' and 'Save' buttons. Two red arrows point from the text above to the 'Date \*' and 'Save' buttons in the dialog.

Attendance Summary

Add Day to Schedule

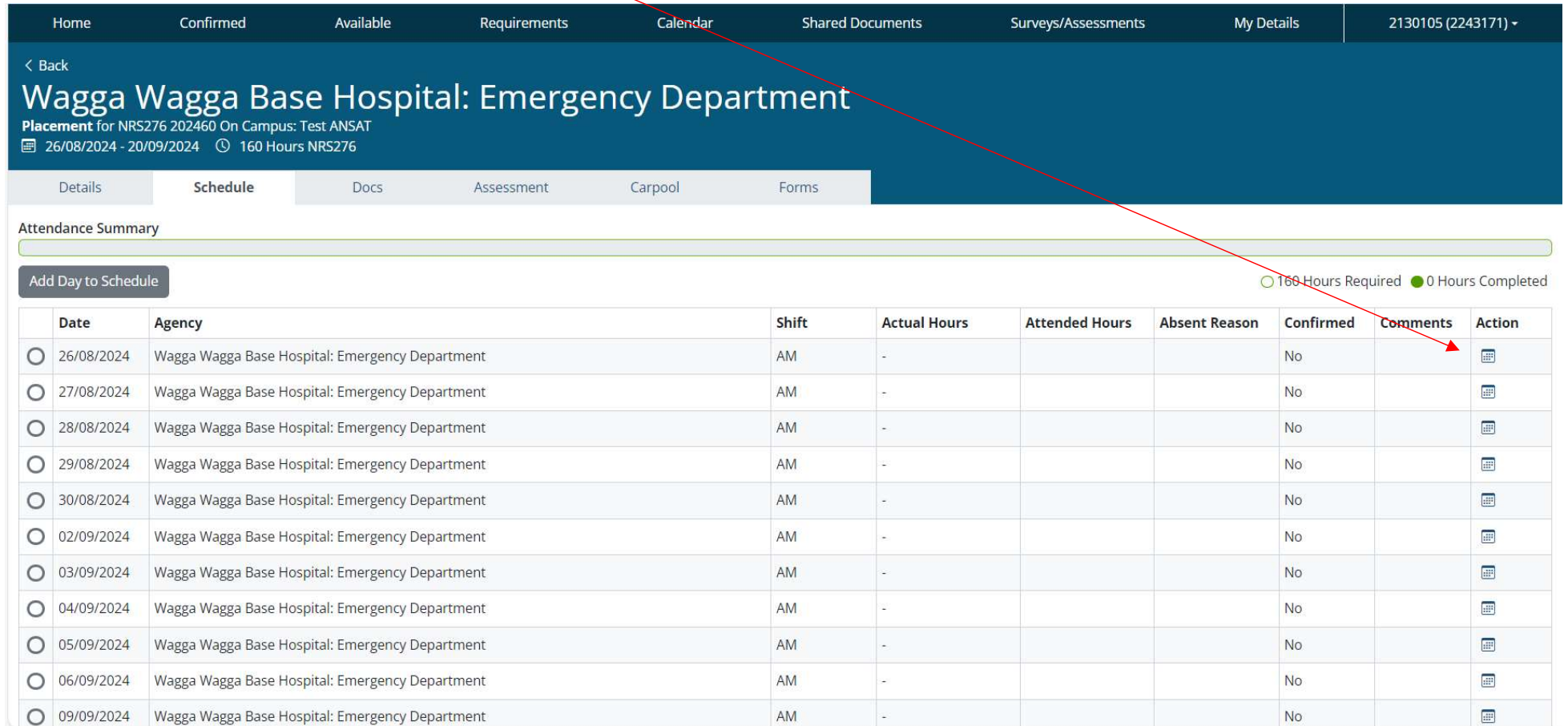
160 Hours Required 0 Hours Completed

Date	Agency	Planned Hours	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 profile dropdown for 2130105 (2243171). Below the navigation bar, the page title is "Wagga Wagga Base Hospital: Emergency Department". Underneath the title, it says "Placement for NRS276 202460 On Campus: Test ANSAT" and "26/08/2024 - 20/09/2024 160 Hours NRS276". There are tabs for Details, Schedule, Docs, Assessment, Carpool, and Forms. The "Attendance Summary" section shows a progress bar and a button "Add Day to Schedule". To the right of the progress bar, it indicates "160 Hours Required" (with a white circle) and "0 Hours Completed" (with a green circle). Below this is a table with columns: Date, Agency, Shift, Actual Hours, Attended Hours, Absent Reason, Confirmed, Comments, and Action. The table contains 10 rows of data for dates from 26/08/2024 to 09/09/2024. A red arrow points from the text above to the "Action" button in the first row of the table.

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.

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 00:00 End Time 11:59 Break Hours 00:00 Day Monday

### Actual

Start Time \* End Time \* Break Hours

Attended hours 0

### Absent

Absent

### Comments

Comments

### Actual

Start Time \* 07:00 End Time \* 15:30 Break Hours 00:30

Attended hours 8

Cancel Submit

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
00:00 ⌚	11:59 ⌚	00:00	Monday

### Actual

Start Time *	End Time *	Break Hours
07:00 ⌚	15:30 ⌚	00:30

Attended hours

8

### Absent

Absent

### Absent

Absent

### Comments

Comments

Cancel Submit



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	-			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		

## 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 start and end times of 00:00 and 11:59, and a break of 00:00 on Tuesday. The 'Actual' section is highlighted with a red-bordered inset. It shows the 'Absent' status selected, with 'Absent hours' set to 8. The 'Absent reason' dropdown menu 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 of the page, there are 'Cancel' and 'Submit' buttons.

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.

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

## Questions?

**Student InPlace Support:** [FOSH-WPL@csu.edu.au](mailto:FOSH-WPL@csu.edu.au) - *Please type in the Subject line: Paramedicine Student InPlace Support*

**Student Timesheet Enquiries:** [FOSH-WPL@csu.edu.au](mailto:FOSH-WPL@csu.edu.au) - *Please type in the Subject line: Paramedicine Student Timesheet Query*