

# Connect Timesheet System – Student Guidance

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## Who is Connect for?

Connect is for students who receive Non-Medical Helper (NMH) support provided by the University of Huddersfield. NMH refers to the support provided by your Specialist Mentor or Specialist Tutor.

Connect will not be used to schedule your support session. This will be booked by your Mentor or Tutor through Outlook and Teams calendars.

## What is Connect?

- Connect is the timesheet system used to log the support arranged for you by your Specialist Mentor or Specialist Tutor.
- Connect enables you to confirm the timesheets submitted for the support arranged.

- Connect will keep a record of the number of hours of Specialist Mentor/Specialist Tutor support arranged. This enables the University to claim your Disabled Students' Allowance funding or funding for apprentices and ensure your support is put in place.
- Connect enables you to view the hours remaining for Specialist Mentor or Specialist Tutor support.

## Logging into Connect

Your [Connect](#) account is linked to your university email address; no additional set-up is required. When you log in to Connect, ensure you click the 'Sign in with Microsoft' option and this will sign you in automatically. You may need to complete multi-factor authentication depending on your device set-up.



It is advisable to save the link to [Connect](#) to your 'favourites' for easy access.

Once you log in, you will be able to view your home screen with details of your support, as shown below:

The screenshot shows the 'Connect' web application interface. On the left is a sidebar with the 'Connect' logo and a user profile 'Impersonating Gerard Norris'. The sidebar menu includes 'My Support' (selected), 'Confirmed Sessions', and 'Records List'. Below the menu are options for 'Stop Impersonating', 'Light Theme', 'Change Password', and 'Logout'. The main content area is titled 'My Support' and contains two tables. The first table, 'My Support', lists roles and their hours. The second table, 'My Current Support Workers', lists workers and their roles. Below these is a 'Diary' section with a legend for session types and a calendar view for July 01 - 07, 2024.

Role	Total Hours	Hours Remaining
Specialist Mentor (SM-MH)	20	19
Test Role	30	29

Worker	Role	Total Hours	Hours Remaining	Assignment End Date
Test Redman	Specialist Mentor (SM-MH)	20	19	31/08/2024
Kris Lawton	Test Role	30	29	17/07/2024

**Diary**

Legend: M Matched T Timesheets U Unmatched U University Cancellation W Worker Cancellation

24 Hour ☐ TODAY DAY WEEK WORK WEEK MONTH

July 01 - 07, 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun

When logging in to Connect, you will be able to check if the details of your support are correct.

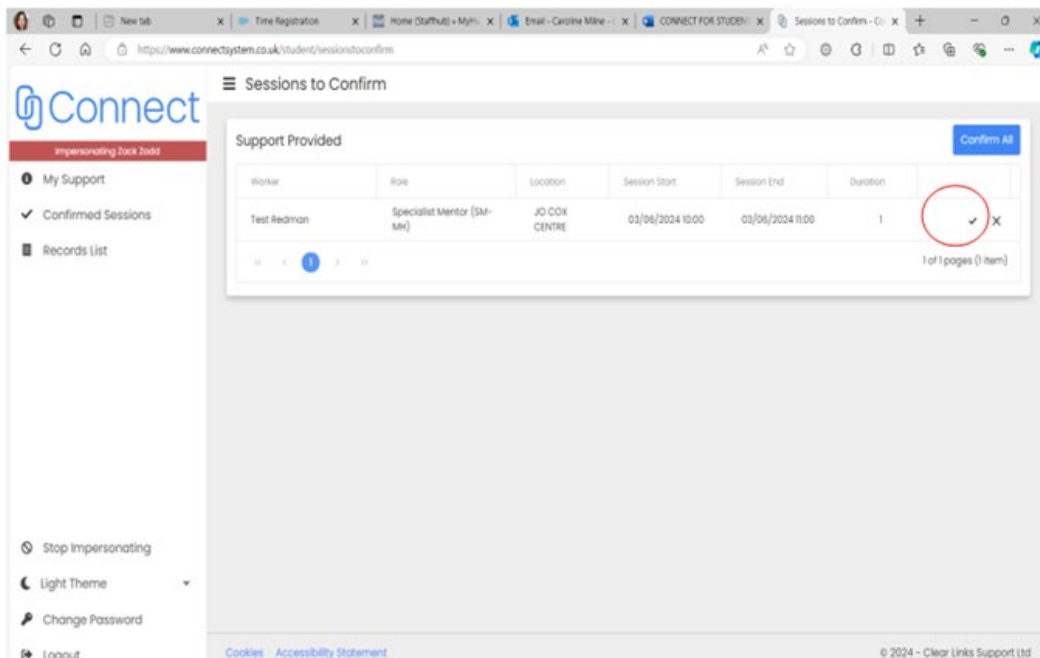
**Please note, the calendar in Connect does not log your appointments. You will need to look for these in your Outlook or Teams calendar – thank you.**

## Following your Session

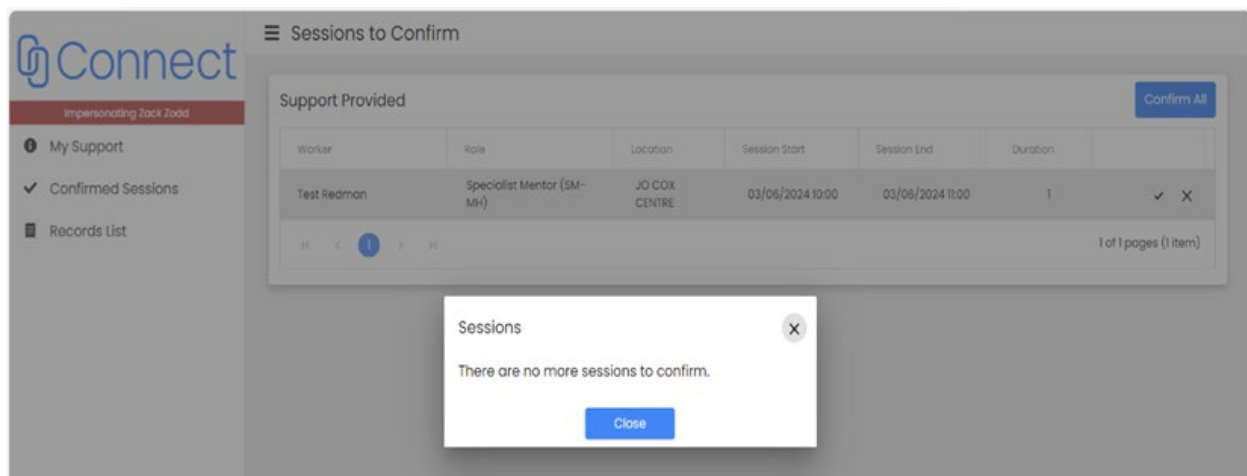
- Before you leave the session or just after, your Specialist Mentor or Tutor will generate a timesheet for you to confirm that the support has taken place. You will receive an email asking you to confirm this. It is really important that you confirm the session went ahead as soon as possible after the session – thank you.
- Alternatively, you can access your timesheet by logging into Connect.

## Confirming a Timesheet

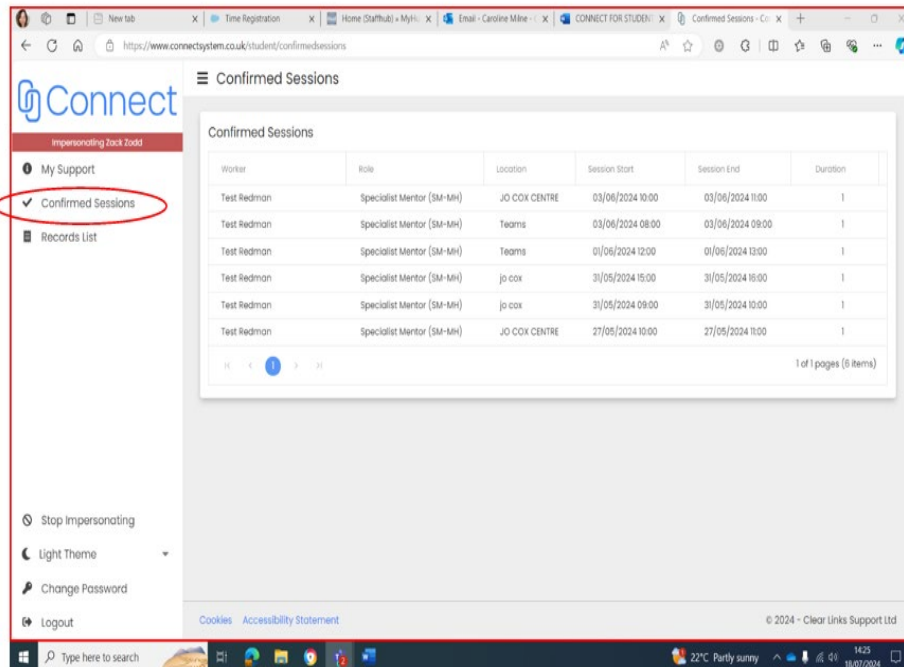
To confirm the timesheet, click on the tick in the line next to the session – as shown in the circle below:



- If you have multiple timesheets to approve, each timesheet will remove from view once you have approved it, until all timesheets have been confirmed.
- When all listed timesheets have been ticked, a box will be displayed informing you there are no more sessions to confirm. See below:

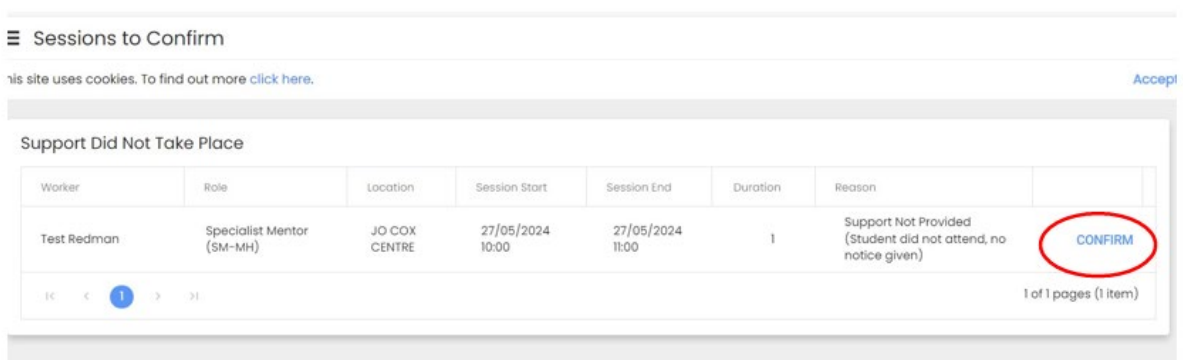


Confirmed sessions can be viewed by clicking on the 'Confirmed Sessions' heading as circled below:

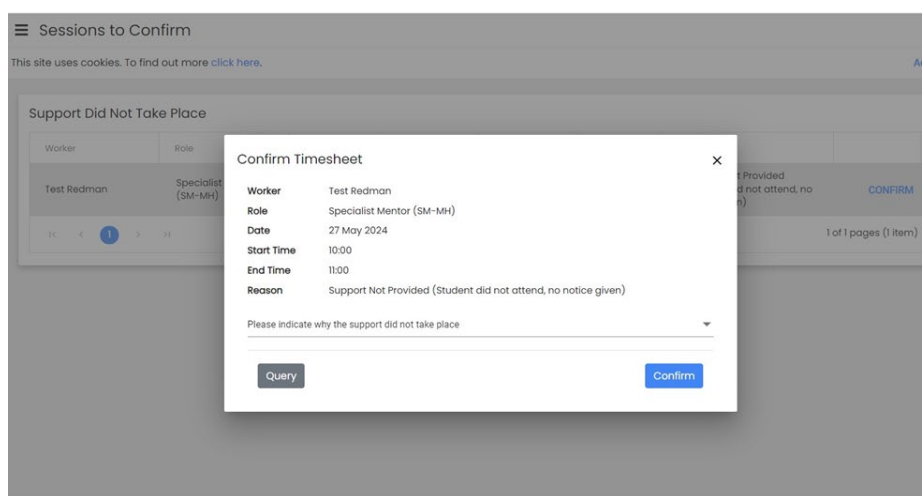


## When support has not taken place

If your support did not take place and you gave less than 24 hours' notice, a timesheet will still be created by your Specialist Mentor or Specialist Tutor. The timesheet will be listed under the section 'Sessions to confirm' and the subheading 'Support did not take place'. Click on the blue 'CONFIRM', as shown in the circle below. It is important for you to do this as the funding is still claimed for sessions which did not take place with less than 24 hours cancellation notice and to log the reason for the cancellation.



The screen below will now appear. Click on the drop-down arrow to indicate why support did not take place.

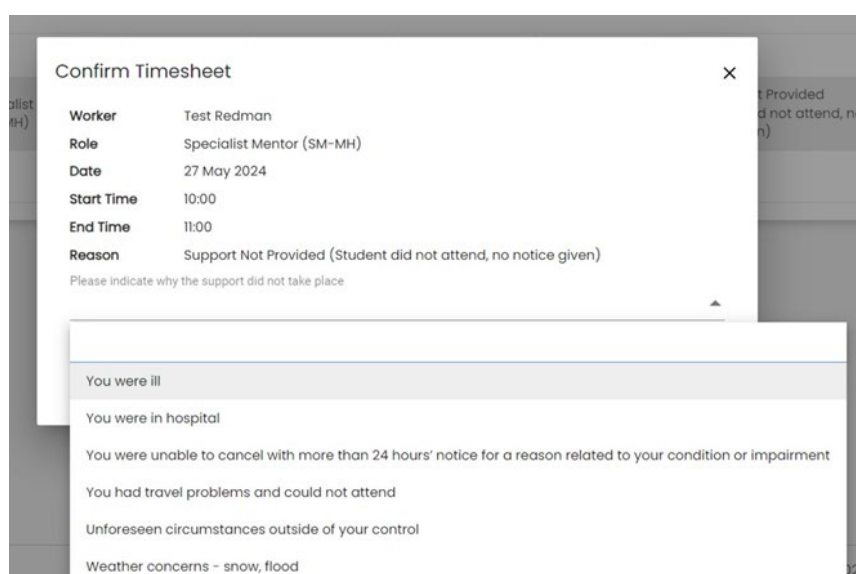


The screenshot shows a web interface titled 'Sessions to Confirm'. A modal window titled 'Confirm Timesheet' is open, displaying the following details:

Worker	Test Redman
Role	Specialist Mentor (SM-MH)
Date	27 May 2024
Start Time	10:00
End Time	11:00
Reason	Support Not Provided (Student did not attend, no notice given)

Below the table, there is a text input field with the placeholder 'Please indicate why the support did not take place'. At the bottom of the modal are two buttons: 'Query' and 'Confirm'.

The reasons why support did not take place will be listed once you click confirm. Please click on the one that most applies to your circumstances and submit.



This screenshot shows the 'Confirm Timesheet' modal with a dropdown menu open, displaying the following reasons:

- You were ill
- You were in hospital
- You were unable to cancel with more than 24 hours' notice for a reason related to your condition or impairment
- You had travel problems and could not attend
- Unforeseen circumstances outside of your control
- Weather concerns - snow, flood

## Rejecting a timesheet

You will have the option to **reject a timesheet** if you think the details shown are incorrect. You can do this by clicking on the cross on the line where the session is displayed as shown in the image below:

**Sessions to Confirm**

This site uses cookies. To find out more [click here](#). Accept

**Support Provided** Confirm All

Worker	Role	Location	Session Start	Session End	Duration	
Test Redman	Specialist Mentor (SM-MH)	JO COX CENTRE	03/06/2024 10:00	03/06/2024 11:00	1	✓ ✕

1 of 1 pages (1 item)

Click on the blue heading to enter your explanation about why you are rejecting the timesheet. Submit by clicking on the 'Query' box.

**Sessions to Confirm**

This site uses cookies. To find out more [click here](#). Accept

**Support Provided** Confirm All

Worker	Role	Location	Session Start	Session End	Duration	
Test Redman	Specialist Mentor (SM-MH)	JO COX CENTRE	03/06/2024 10:00	03/06/2024 11:00	1	✓ ✕

1 of 1 pages (1 item)

**Query Timesheet** ✕

**Worker** Test Redman

**Role** Specialist Mentor (SM-MH)

**Date** 03 Jun 2024

**Start Time** 10:00

**End Time** 11:00

Please provide an explanation as to why you wish to query the booking

Query

- This information will be sent to the Learning Support Team at the University of Huddersfield to review.

## Feedback request

Periodically, the Connect system will ask you to provide feedback to help evaluate our services. It would be great if you could write a short piece of feedback about the support you are receiving. Thank you.