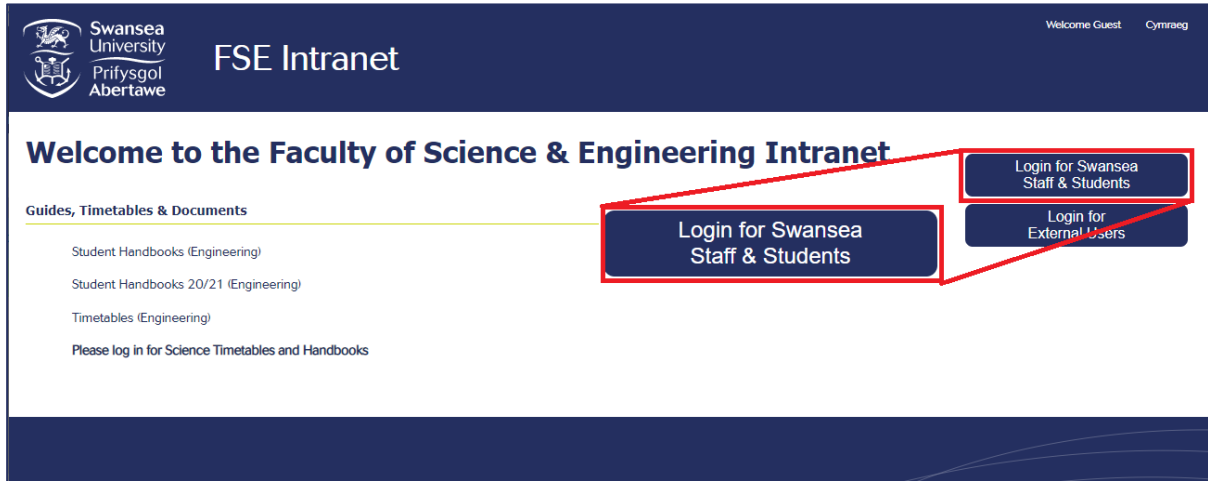


## Faculty Intranet

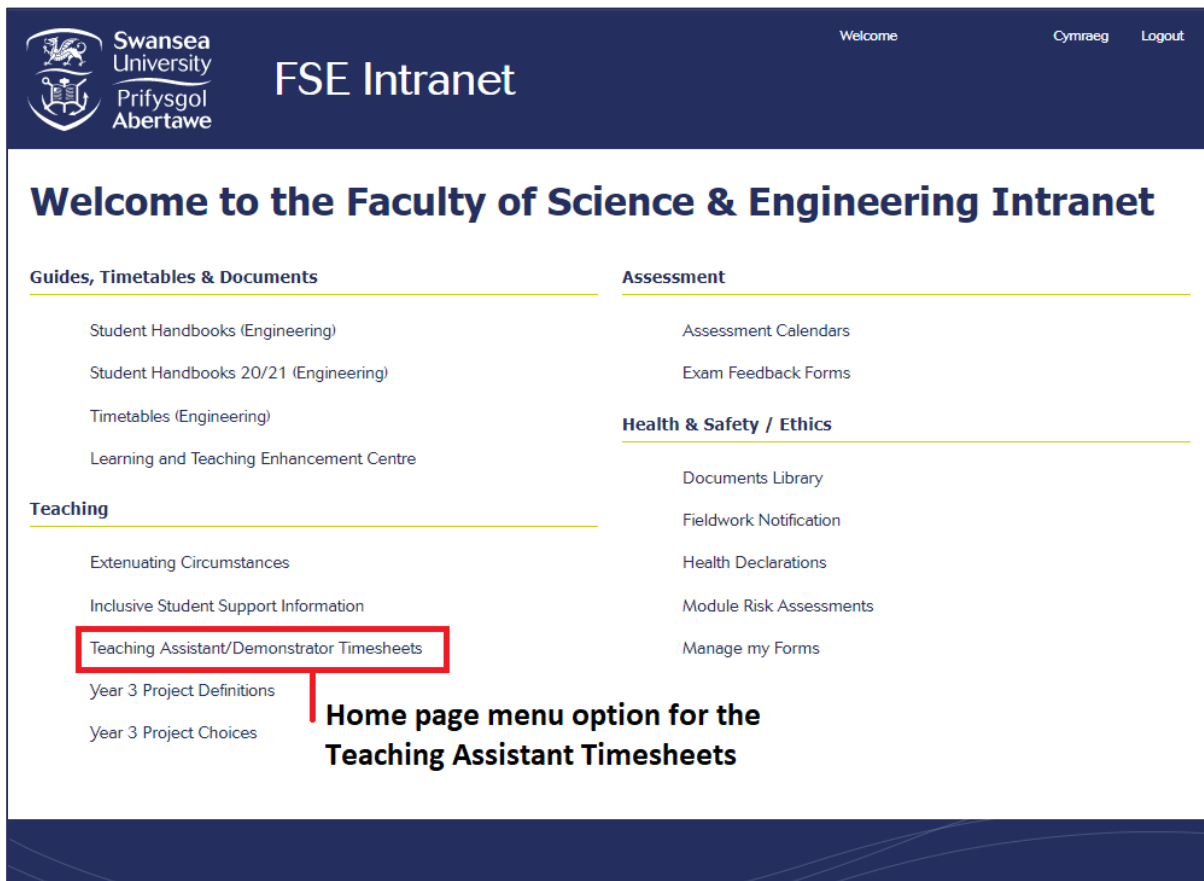
The Teaching Assistant (formerly known as Demonstrator) Timesheets are located within the Faculty Intranet <https://fse-intranet.swan.ac.uk>

Login using your student number as the username and your usual password used to login to University systems, e.g. the central university intranet (<https://intranet.swan.ac.uk>).



## College Intranet Home Page

Once logged in, the Teaching Assistant Timesheets are available through the Teaching Assistant /Demonstrator Timesheets menu option on the Faculty Intranet home page:



# TEACHING ASSISTANT TIMESHEET APPROVAL USER GUIDE

This navigates to a sub-menu with the available functions:

## Teaching Assistant Menu

The screenshot shows the FSE Intranet navigation menu. The 'Teaching Assistant/Demonstrator Timesheets' option is highlighted with a red box. A red arrow points from this box to the text 'Menu option to enter hours as a Teaching Assistant into a timesheet'.

Select the Timesheets menu option to proceed to the page that lists all your Teaching Assistants timesheets.

## Teaching Assistants Timesheets

The **Teaching Assistants Timesheets** page lists all your Teaching Assistants timesheets for the current semester:

The screenshot shows the 'Teaching Assistants > Demonstrator Timesheets' page. It includes a message about timesheets for 21/22 Teaching Block TB1, a search filter section, and a table with columns: Teaching Block, Module Code, Work Type, Module Name, and Coordinator/Approver. The table contains three rows, all with 'TB1' in the Teaching Block column and 'Labs' in the Work Type column.

Teaching Block	Module Code	Work Type	Module Name	Coordinator/Approver
TB1		Labs		
TB1		Labs		
TB1		Labs		

All your Teaching Assistant timesheets for the current semester are listed here

Hover over and click the table row that contains a timesheet to proceed to the timesheet page to maintain the hours logged in the timesheet.

**Other Semesters**

If you wish to view the timesheets from another semester then click the **Currently Viewing** drop-down and select the required semester from the list:

20/21 TB3  
 21/22 TB1  
21/22 TB2  
 21/22 TB3  
**Currently Viewing: 21/22 TB1**

**Teaching Assistant Timesheet - Entering of Hours**

The **Teaching Assistant Timesheet** page details the Teaching Assistant timesheet and allows entry of hours worked by week for the selected Teaching Assistant activity:

Timesheet											
	Week 2 27/09	Week 3 04/10	Week 4 11/10	Week 5 18/10	Week 6 25/10	Week 7 01/11	Week 8 08/11	Week 9 15/11	Week 10 22/11	Week 11 29/11	Week 12 06/12
Requested Hours	6.0	6.0	4.0	4.0	0.0	4.0	4.0	4.0	4.0	4.0	4.0
Actual Hours	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="4.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>
Approved	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

**Requested Hours** is the maximum number of hours that you can enter for that week.

**Actual Hours** is the number of hours that you have worked on this Teaching Assistant activity for that week.

Either type in or use the “spinner” (up and down arrows) to select the hours worked for each week.

**Saving the Timesheet**

Once all hours have been entered click the **Save Timesheet** button – if you close your timesheet without saving, you will lose the data you’ve entered.

You may return later to update the hours further, within the current month.

# TEACHING ASSISTANT TIMESHEET APPROVAL USER GUIDE

## Approval of Hours

The assigned approver of the timesheets will not be able to approve the hours of the current week. Only weeks in the past can be approved.

Once approved the actual hours cannot be modified for that week.

Approved hours will be indicated on the timesheet:

**Timesheet**

	Week 2 27/09	Week 3 04/10	Week 4 11/10	Week 5 18/10	Week 6 25/10	Week 7 01/11	Week 8 08/11	Week 9 15/11	Week 10 22/11	Week 11 29/11	Week 12 06/12	Week 13 13/12
Requested Hours	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0
Actual Hours	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	0.0	0.0	0.0
Approved	✓ 1 month ago	✓ 1 month ago	✓ 1 month ago	✓ 1 month ago	✓ 1 month ago	✓ 1 week ago	✓ 1 week ago	✓ 1 week ago	Awaiting Approval	No Hours Entered	No Hours Entered	No Hours Entered

**Approved Hours**

**Hours waiting to be approved** Save Timesheet

On the **Teaching Assistant Timesheets** page timesheets that have hours waiting for approval are highlighted in yellow:

Swansea University Prifysgol Abertawe **FSE Intranet**  Welcome 29/11/2021 15:47  
 Change Password Cymraeg Logout  
 Guides, Timetables & Documents Teaching Assessment Health & Safety / Ethics  
 If you have any problems with this site, please email FSE Intranet  
 Currently Viewing: 21/22 TB1

## Teaching Assistants > Demonstrator Timesheets

**Messages**

**i** The following are the timesheets that you are a demonstrator for 21/22 Teaching Block TB1. Please select the timesheet to maintain.

**!** There are timesheets waiting for approval. See highlighted rows below (reset filter if not shown). Contact the approving academic if you have any concerns.

**Filters**

Search:  Show only approvals outstanding:  Clear filter selections

Teaching Block	Module Code	Work Type	Module Name	Coordinator/Approver
TB1		Labs		
TB1		Labs		
TB1+2		Design classes		