Step 1: Log into the community and click on the schedule sessions tile

her randst	tad				Q. Search		
Home	My details	Registration documents	My payroli details	Request holidays	Schedule sessions	More 🗸	
	My details	Registra	ition documents	My payroll i	details	Request holidays	
			•		5	.	
	Schedule sessions	Bulksc	hedule sessions	Overview se	esions	Overview timesheets	
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Step 2: View will default to the current week, you will see all sessions already arranged for the week

ir ra	ndstad		Q, Sea	rch							
Home	My details	Registrat	ion documents M	ly payroll details	Request holidays	So	hedule sessio	ns I	More 🗸		
Tim <	e Registration > 14/11/2022 -	20/11/2022	Today Week 🔻						Sut	omit Time She	ot
_	Protect Contempo		and a second second								
	Date Job Ti	✓ Hours ✓	Start V Break V	End T 🗸 Days	✓ Pay R ✓	Pay/C v	Pay T_ 🗸	Rema V	Status ~	Stude V	Tota
Ų.	Date Job Ti 14 Nov 20 Commu	✓ Hours ✓ hl Normal tl	Start V Break V 12:00	End T V Days	✓ Pay R ✓ €30.00	Pay/C ~ Hourly	Pay T ↓ £45.00	Rema ~	Status ~ Not Submitted	Stude ~ Randstad	Tota 1.5
1	Date Job Ti 14 Nov 20 Commu 15 Nov 20 Commu	 Hours Normal tl Normal tl 	Start V Break V 12:00 12:00	End T > Days 13:30 13:00	 ✓ Pay R ✓ €30.00 €30.00 	Pay/C ~ Hourly Hourly	Pay T ↓ £45.00 £30.00	Rema V	Status ~ Not Submitted Not Submitted	Stude ~ Randstad Randstad	Tota 1.5 1

Step 3: Update the date options here to change the date displayed, or to display sessions for the month

nn ra	ndstad					Q. Search						
Home	My details	Registrat	ion documents	My payroll detail	s	Request holiday	15 S	chedule sessio	ns	More 🗸		
Tim	e Registration			-								
1	> 14/11/2022 - 20	/11/2022	Today Week 🔻							4	ubmit Time She	et
-	Date Job Ti 🗸	Hours 🗸	Start 🗸 Break	✓ End T ✓	Days	✓ Pay R ✓	Pay/C ~	Pay T_ ~	Rema v	Status 💊	Stude V	Total
1	14 Nov 20 Communi	Normal ti	12:00	13:30		£30.00	Hourly	£45.00	/	Not Submitte	d Randstad	1.5
2	15 Nov 20 Communi	Normal ti	12:00	13:00		£30.00	Hourly	£30.00	1	Not Submitte	d Randstad	1
3	18 Nov 20 Communi	Normal ti	10:00	11:00		£30.00	Hourly	£30.00	/	Not Submitte	d Randstad	1
										_		

Step 4: To add a new session, click on add new, then time entry

iome	M	details	Registrati	ion documents	My	payroli detai	86))	Re	quest holiday		chedule sessio	16	18	lore 🛩		
Time <	e Registr > 14/1	ation 1/2022 - 20/	11/2022	Today Weel											5.tb	rrét Tirme St
	Date	Job Ti., \sim	Hours	Start Bo	ek. v	5nd7 ~	Dept	×	$p_{00} g_{-} \sim$	Paylo_ ~	Payt_ ~	Rena.	÷	Status.	14	dtude>
1.3	14 Nov 20	Communi.	Normal ti	12:00		13.30			830.00	Hourty	645.00		1	Nert Sub	mitted	Randstad
3	15 Nov 20	Communi	Normal tl.,	12:00		13:00			630.00	Houty	630.00		1	Not Sub	mitted	Randstad
3	18 Nov 20	Communi_	Normal t	10:00		11.00			630.00	Hours	630.00		1	Not Sub	bettim	Randstad

Step 5: Select the assignment/student you want to add a session against then click enter session details

New record	
Please choose the Assignment you would like to create a session for:	
Select an Assignment	
University of Liverpool / Randstad Student / Communication Support Worker (CSW)	
(20 <mark>2</mark> 2-09-05 - 2023-06-23)	
 University of Liverpool / Randstad Student / Notetaker (2022-09-05 - 2023-06-23) 	
University of Liverpool / Randstad Student / Counsellor (2022-11-01 - 2022-11-30)	
University of Liverpool / Randstad Student / Counsellor (2022-11-01 - 2022-11-30)	
Enter Consist Dataile	
Enter Session Details	۶

Step 6: Balance hours shows you how many hours remain in the funding, unsubmitted/unapproved hours shows how many sessions have been booked but are yet to be deducted from the funding

Balance Hours 20				Unsubmitted/Unapprover 9.00	d Session hours	
Session Details			1 1.0			
*Session Start	r sess	ion's start an	id end tim	*Session End		
18 Nov 2022	ä	15:00	0	18 Nov 2022 📸	15:00	G

Step 7: Enter the date, then start & end time of the session and then choose the session type - continue to submit session

	INCV	record		
Funding Balance Info	rmation			
Balance Hours 20		Unsubmitted/Unappr 9.00	roved Session	n hours
Session Details				
Session Details Please add your sess	ion's start and end	ime:		
Session Details Please add your sess * Session Start 18 Nov 2022	ion's start and end t	Session End	苗 16:0	00 00
Session Details Please add your sess * Session Start 18 Nov 2022	15:00 C	*Session End 18 Nov 2022	齒 16:0	00 00

Step 8: The session has now been added and the student will receive a confirmation email

	/ 14/11	1/2022 - 20/	11/2022	Today	Week 🔻								Sub	imit Time She
	Date	Job Ti \sim	Hours 🗸	Start 🗸	Break 🗸	End T 🗸	Days 🗸	Pay R 🗸	Pay/C 🗸	Pay T 🗸	Rema 🗸	Status	~	Stude 🗸
1	14 Nov 20	Communi	Normal ti	12:00		13:30		£30.00	Hourly	£45.00	1	Not Subr	nitted	Randstad
2	15 Nov 20	Communi	Normal ti	12:00		13:00		£30.00	Hourly	£30.00	/	Not Subr	nitted	Randstad
3	18 Nov 20	Communi	Normal ti	10:00		11:00		£30.00	Hourly	£30.00	1	Not Subm	hitted	Randstad
4	18 Nov 20	Notetaker	Normal ti	15:00		16:00		£25.00	Hourly	£25.00	1	Not Subr	nitted	Randstad