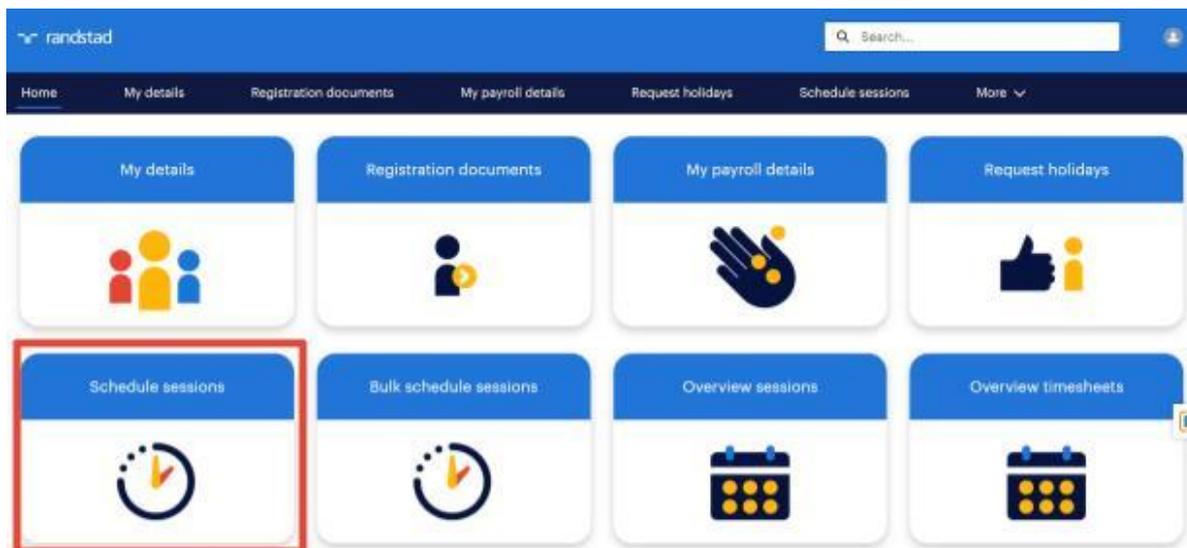


Step 1: Log into the community and click on the schedule sessions tile



Step 2: View will default to the current week, you will see all sessions already arranged for the week

The screenshot shows the 'Time Registration' page with a date range of 14/11/2022 - 20/11/2022. A table displays the following data:

	Date	Job Ti...	Hours...	Start ...	Break...	End T...	Days	Pay R...	Pay/C...	Pay T...	Rema...	Status	Stude...	Total
1	14 Nov 20...	Communi...	Normal ti...	12:00		13:30		£30.00	Hourly	£45.00		Not Submitted	Randstad...	1.5
2	15 Nov 20...	Communi...	Normal ti...	12:00		13:00		£30.00	Hourly	£30.00		Not Submitted	Randstad...	1
3	18 Nov 20...	Communi...	Normal ti...	10:00		11:00		£30.00	Hourly	£30.00		Not Submitted	Randstad...	1

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

The screenshot shows the 'Time Registration' page with the date range updated to 14/11/2022 - 20/11/2022. The table data is identical to the previous screenshot:

	Date	Job Ti...	Hours...	Start ...	Break...	End T...	Days	Pay R...	Pay/C...	Pay T...	Rema...	Status	Stude...	Total
1	14 Nov 20...	Communi...	Normal ti...	12:00		13:30		£30.00	Hourly	£45.00		Not Submitted	Randstad...	1.5
2	15 Nov 20...	Communi...	Normal ti...	12:00		13:00		£30.00	Hourly	£30.00		Not Submitted	Randstad...	1
3	18 Nov 20...	Communi...	Normal ti...	10:00		11:00		£30.00	Hourly	£30.00		Not Submitted	Randstad...	1

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

randstad

Home My details Registration documents My payroll details Request holidays Schedule sessions More

Time Registration

14/11/2022 - 20/11/2022 Today Week Submit Time Sheet

	Date	Job Ti...	Hours...	Start...	Break...	End T...	Days	Pay R...	Pay C...	Pay T...	Rema...	Status	Stude...
1	14 Nov 20...	Communi...	Normal ti...	13:00		13:30		£30.00	Hourly	£45.00		Not Submitted	Randstad...
3	15 Nov 20...	Communi...	Normal ti...	12:00		13:00		£30.00	Hourly	£30.00		Not Submitted	Randstad...
3	18 Nov 20...	Communi...	Normal ti...	10:00		11:00		£30.00	Hourly	£30.00		Not Submitted	Randstad...

Add new...
Time Entry

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) (2022-09-05 - 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)

Enter Session Details

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

New record

Funding Balance Information

Balance Hours
20

Unsubmitted/Unapproved Session hours
9.00

Session Details

Please add your session's start and end time:

* Session Start: 18 Nov 2022 15:00

* Session End: 18 Nov 2022 15:00

* Please choose the type of session:
--None--

Continue to submit Session

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

New record

Funding Balance Information

Balance Hours	Unsubmitted/Unapproved Session hours
20	9.00

Session Details

Please add your session's start and end time:

* Session Start	* Session End
18 Nov 2022 15:00	18 Nov 2022 16:00

* Please choose the type of session:
Face to face

[Continue to submit Session](#)

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

Time Registration

< > 14/11/2022 - 20/11/2022 Today Week [Submit Time Sheet](#)

	Date	Job Ti...	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		Not Submitted	Randstad...
2	15 Nov 20...	Communi...	Normal ti...	12:00		13:00		£30.00	Hourly	£30.00		Not Submitted	Randstad...
3	18 Nov 20...	Communi...	Normal ti...	10:00		11:00		£30.00	Hourly	£30.00		Not Submitted	Randstad...
4	18 Nov 20...	Notetaker	Normal ti...	15:00		16:00		£25.00	Hourly	£25.00		Not Submitted	Randstad...