



# Tutor Basics

Timesheets

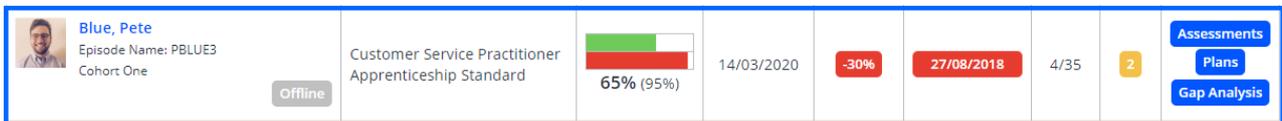
# Timesheets

The Timesheets page details any time spent across all of an individual learner's activities in OneFile. If the option has been selected within centre settings to enable Off-the-Job features, details about Off-the-Job are also managed and displayed here.

## Accessing a learner's Timesheets

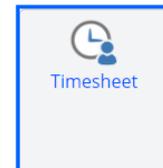
You can access a learner's Timesheets page via their portfolio.

1. Open a learner's **Portfolio** by selecting a learner from the **Learner Dashboard** on your **Homepage**.



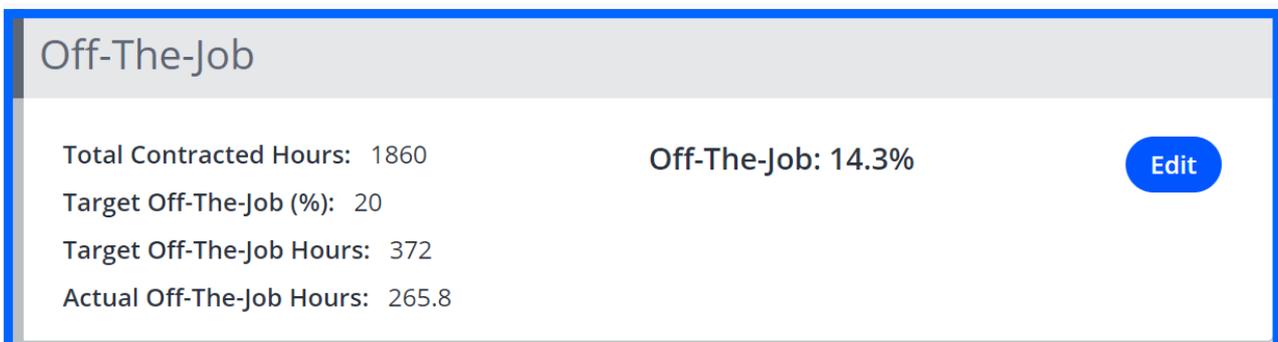
The screenshot shows a learner's portfolio card for Pete Blue. It includes a profile picture, name, episode name (PBLUE3), cohort (One), and a status of 'Offline'. The card also displays the standard 'Customer Service Practitioner Apprenticeship Standard', a progress bar at 65% (95%), a date of 14/03/2020, a -30% change, a date of 27/08/2018, a value of 4/35, and a count of 2. Action buttons for 'Assessments', 'Plans', and 'Gap Analysis' are visible on the right.

2. Select the **Timesheets** icon that can be found under the **Activity** tab on the learner's **Portfolio**.



## Off-the-Job

If your centre has enabled the Off-the-Job functionality, you will be able to manage this from the Timesheets page. OneFile will automatically calculate each learner's OTJ and display a percentage. Each learner's total contracted hours must be entered for a percentage to be calculated.



The screenshot shows the 'Off-The-Job' section with the following data:

Off-The-Job	
Total Contracted Hours: 1860	Off-The-Job: 14.3%
Target Off-The-Job (%): 20	<a href="#">Edit</a>
Target Off-The-Job Hours: 372	
Actual Off-The-Job Hours: 265.8	

Tutors can be given permission to set the learner's **Total Contracted Hours** by Centre Managers. If permission has been granted, there will be a blue **Edit** button in the section.

# Continued...

**Total Contracted Hours:** This figure is set by the centre for each learner. The figure entered, must reflect the learner's contracted hours for the duration they are on programme, but can exclude holidays.

**Target Off-the-Job (%):** This is the percentage of OTJ the learner is required to complete during their programme. This can be edited.

**Target Off-the-Job Hours:** Once contracted hours have been inputted, the total amount of OTJ required is displayed in hours and is automatically calculated.

**Actual Off-the-Job Hours:** This figure will be calculated based on time recorded against activities and whether any activities had been selected as Off-the-Job.

## Categories

The categories section displays total time spent divided by different activity methods including all Assessment Methods and Timesheets Categories. Total Off-the-Job time spent will also be displayed and divided by different activity methods.

Categories		
Category	Off-the-job	Total
Assessment(Case Study)	6h	28h 30m
Assessment(Independent Learning)	1h 30m	1h 30m
Assessment(Work Product)		1h 30m
Classroom Session (College)	75h 30m	75h 30m
Offsite Workshop	17h	17h
Online Learning	4h	4h
Reading (OTJ)	10h	10h
Register Session	7h 14m	7h 14m
Research (OTJ)	4h	4h
Work Shadowing	26h	26h
<b>Total</b>	<b>151h 14m</b>	<b>175h 14m</b>

The categories on the left are known as Timesheet Categories and Assessment Methods, and can be created and edited by the Centre Manager.

## Entries

The Entries table will display all activities where time spent has been recorded. This will include Assessments and Journal activities. The table will display the User that recorded the activity, the User who completed the activity, start and end dates, description of the activity along with a hyperlink if it was an Assessment, time spent and whether that activity was recorded as Off-the-Job.

Entries								
Time spent by	Time recorded by	Category	Date from	Date to	Description of Session	Time (minutes)	Off-the-job	Options
Blue, Pete	Blue, Pete	Assessment(Case Study)	28/02/2019	28/02/2019	<a href="#">CS91</a>	90		None
Blue, Pete	Blue, Pete	Classroom Session (College)	28/02/2019 09:30	28/02/2019 15:00	Journal Entry - 28/02/2019	330	✓	<a href="#">Edit</a> <a href="#">Delete</a>
Blue, Pete	Blue, Pete	Assessment(Case Study)	04/03/2019	04/03/2019	<a href="#">CS93</a>	90		None
Blue, Pete	Blue, Pete	Classroom Session (College)	04/03/2019 15:00	04/03/2019 16:00	wd	60	✓	<a href="#">Edit</a> <a href="#">Delete</a>
Blue, Pete	Blue, Pete	Assessment(Case Study)	06/03/2019	06/03/2019	<a href="#">CS94</a>	90		None
Blue, Pete	Blue, Pete	Classroom Session (College)	06/03/2019 14:00	06/03/2019 17:00	Workshop Session	180	✓	<a href="#">Edit</a> <a href="#">Delete</a>
Blue, Pete	Blue, Pete	Classroom Session (College)	07/03/2019 15:00	07/03/2019 18:00	Workshop Session	180	✓	<a href="#">Edit</a> <a href="#">Delete</a>

<https://live.onefile.co.uk/userguides/>



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