

Empowering Learning launches online timesheets for teachers and schools

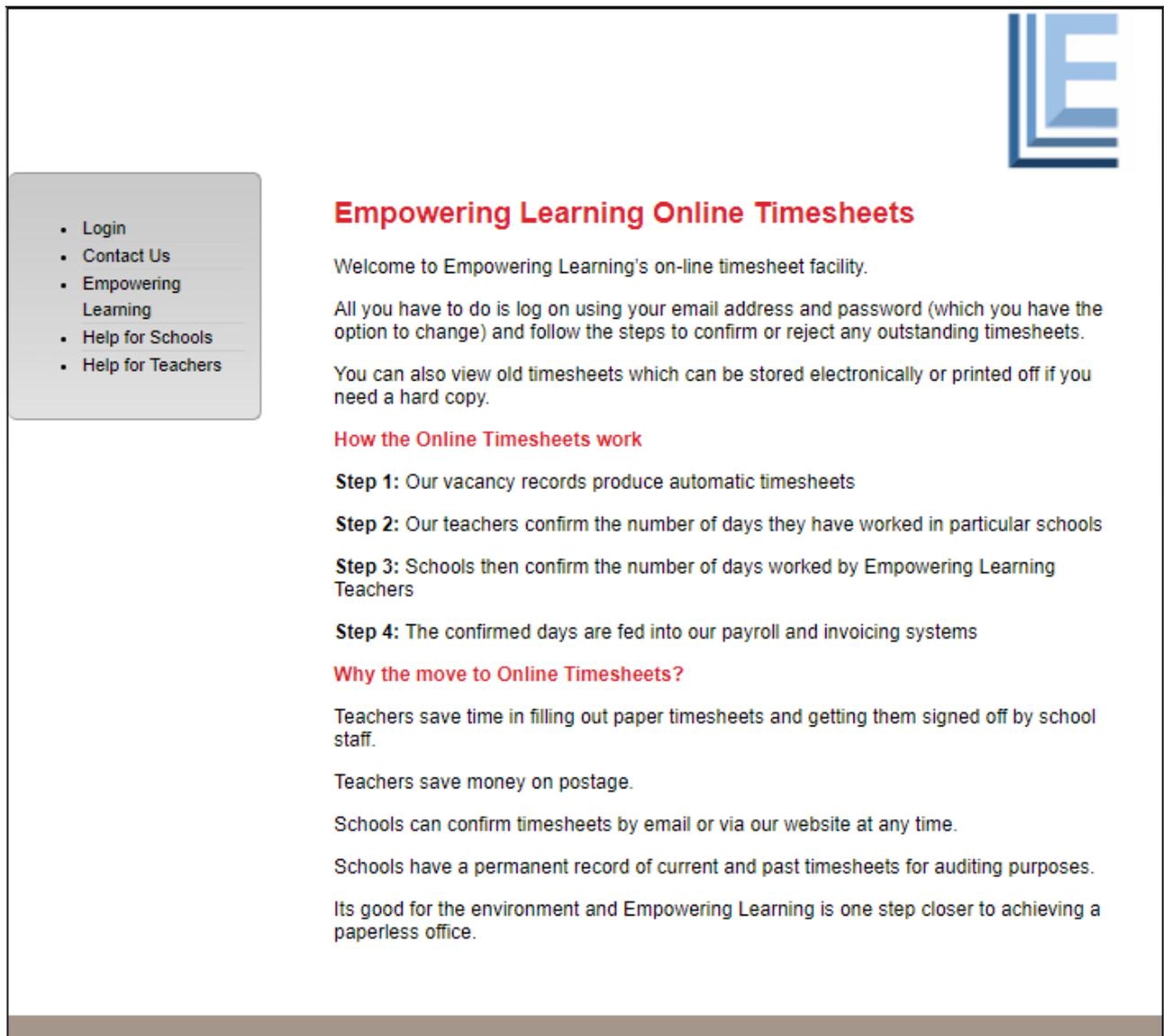
Simple and quick to use this new system has some great benefits:

- No more paper timesheets
- No more postal costs and delivery problems
- A unique login and individual profile page for each teacher
- Quick and easy timesheet confirmation
- A complete historical record of all submitted timesheets
- A calendar displaying all advance bookings with school details

Please follow the following steps to receive your online login details

Step 1: Enter the following website to access the timesheets programme

<https://timesheets.empowering-learning.co.uk>



The screenshot shows the 'Empowering Learning Online Timesheets' website. On the left is a navigation menu with links: Login, Contact Us, Empowering Learning, Help for Schools, and Help for Teachers. The main content area features the company logo in the top right, a title 'Empowering Learning Online Timesheets', and a welcome message. It details the login process, lists four steps of the timesheet workflow, and explains the benefits of the online system, such as time and cost savings and environmental friendliness.

- Login
- Contact Us
- Empowering Learning
- Help for Schools
- Help for Teachers

Empowering Learning Online Timesheets

Welcome to Empowering Learning's on-line timesheet facility.

All you have to do is log on using your email address and password (which you have the option to change) and follow the steps to confirm or reject any outstanding timesheets.

You can also view old timesheets which can be stored electronically or printed off if you need a hard copy.

How the Online Timesheets work

Step 1: Our vacancy records produce automatic timesheets

Step 2: Our teachers confirm the number of days they have worked in particular schools

Step 3: Schools then confirm the number of days worked by Empowering Learning Teachers

Step 4: The confirmed days are fed into our payroll and invoicing systems

Why the move to Online Timesheets?

Teachers save time in filling out paper timesheets and getting them signed off by school staff.

Teachers save money on postage.

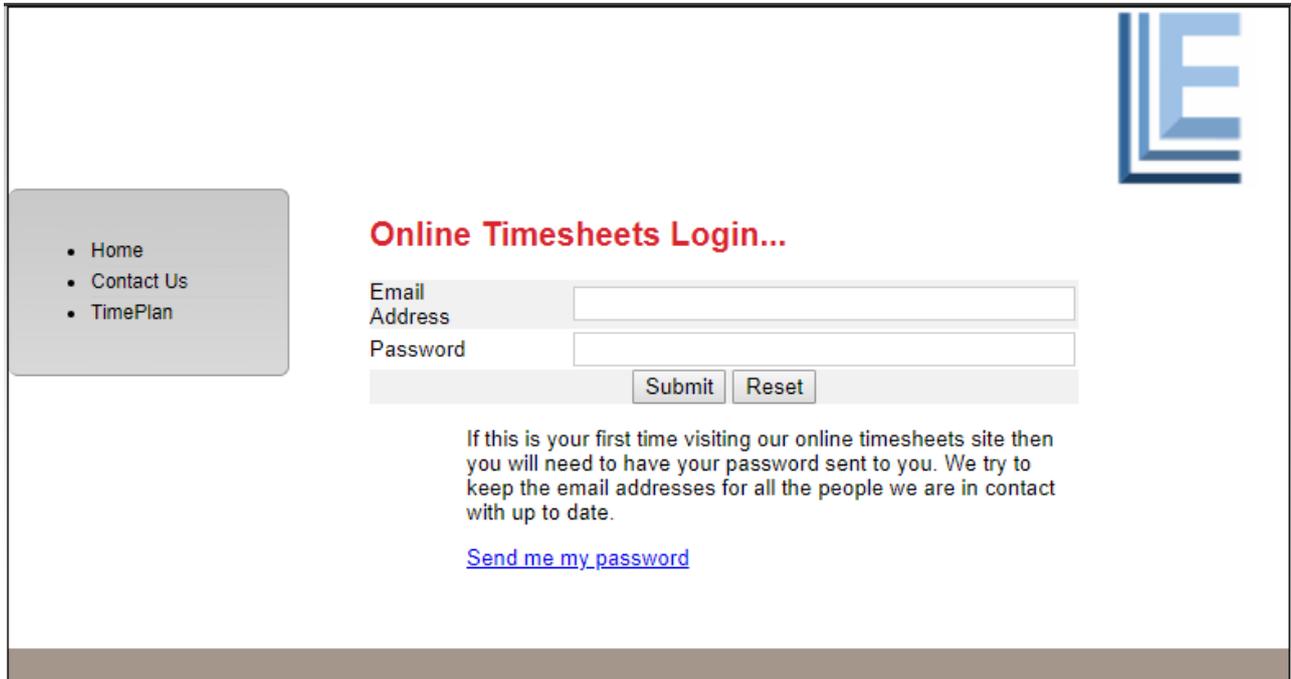
Schools can confirm timesheets by email or via our website at any time.

Schools have a permanent record of current and past timesheets for auditing purposes.

Its good for the environment and Empowering Learning is one step closer to achieving a paperless office.

Step 2: Your log in details

Click **Login** on the navigation bar on the left side.



• Home
• Contact Us
• TimePlan

Online Timesheets Login...

Email Address

Password

If this is your first time visiting our online timesheets site then you will need to have your password sent to you. We try to keep the email addresses for all the people we are in contact with up to date.

[Send me my password](#)

If this is your first visit, then you will need to request a password.

'Click' [Send me my password](#) and enter the email address that we have on our system.

'Click' Submit and you will be sent a random computer-generated password.

Once you have received the password you can use your email address and password to login to the system. You will be taken to your individual profile, where you will have details of timesheets that will need to be completed in the future as well as a history of completed timesheets. If you do not have any bookings in the future, then only completed timesheets will be displayed.

Once you have received your password you will be taken to your profile page where you will be able to access timesheets for current and future bookings. Additionally, you will have the option to access historical timesheets and view historical completed bookings.



Logged in:

[Redacted]

Pay Dates

Show Timesheets

Archived Timesheets

Calendar

My Profile

My Checks

My Roles

Change Password

Contact Us

Logout

You Have Timesheets to Confirm

- 9 Apr 18 - 9 Apr 18

Step 3: There is an option to change your password

The computer-generated password is not the easiest password to remember. Once you have logged in you will have the option to change the password to something more memorable.

Select CHANGE PASSWORD on the navigation bar on the left side. You can also update your contact details by selecting UPDATING YOUR PROFILE

Step 4: Confirm your Timesheets each FRIDAY before 4pm

Click on the timesheets that include the current weeks dates
The daily timesheet will be displayed.
Complete and remember to click the boxes.

Logged in: [Redacted]

- Pay Dates
- Show Timesheets
- Archived Timesheets
- Calendar
- My Profile
- My Checks
- My Roles
- Change Password
- Contact Us
- Logout

Daily Timesheet

Teacher's Name :
School / Client :

Day	Date	I confirm I worked these days	
Monday	9 Apr 18	2:00 hrs Lunch hour not to be included	Special Needs Assistant

Once you complete your timesheet(s) you need to click **CONFIRM**.

IMPORTANT: If you did not work on a particular day, then change to DID NOT WORK and CONFIRM the timesheet, do not REJECT the timesheet.

The system will now generate an email to the timesheet contact at the school(s) in which you have been working asking them to confirm the days you have worked.

If you make any mistakes or have any problems, please call your local Empowering Learning office.