Empowering Learning launches online timesheets for teachers and schools
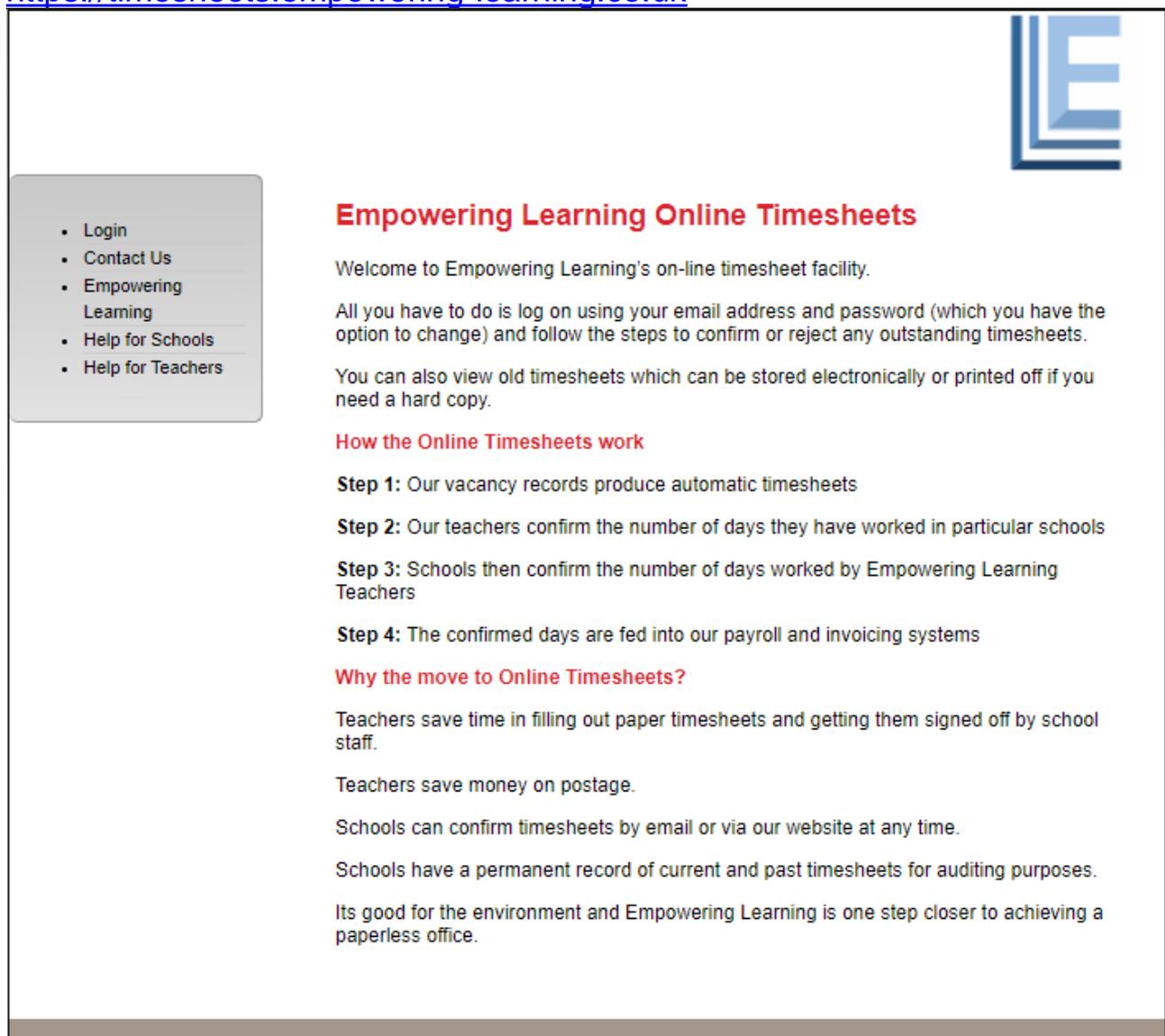
Simple and quick to use this new system has some great benefits:

- No more paper timesheets
- No postage costs or delivery problems
- A unique login and individual profile page for every school
- Quick and easy timesheet confirmation
- A complete historical record of all timesheets
- A six-month invoice history (for access to invoices older than six months you will need to contact your Empowering Learning office)
- A calendar displaying all advance bookings with teacher details and security photos

Please follow the following steps to receive your online login details:

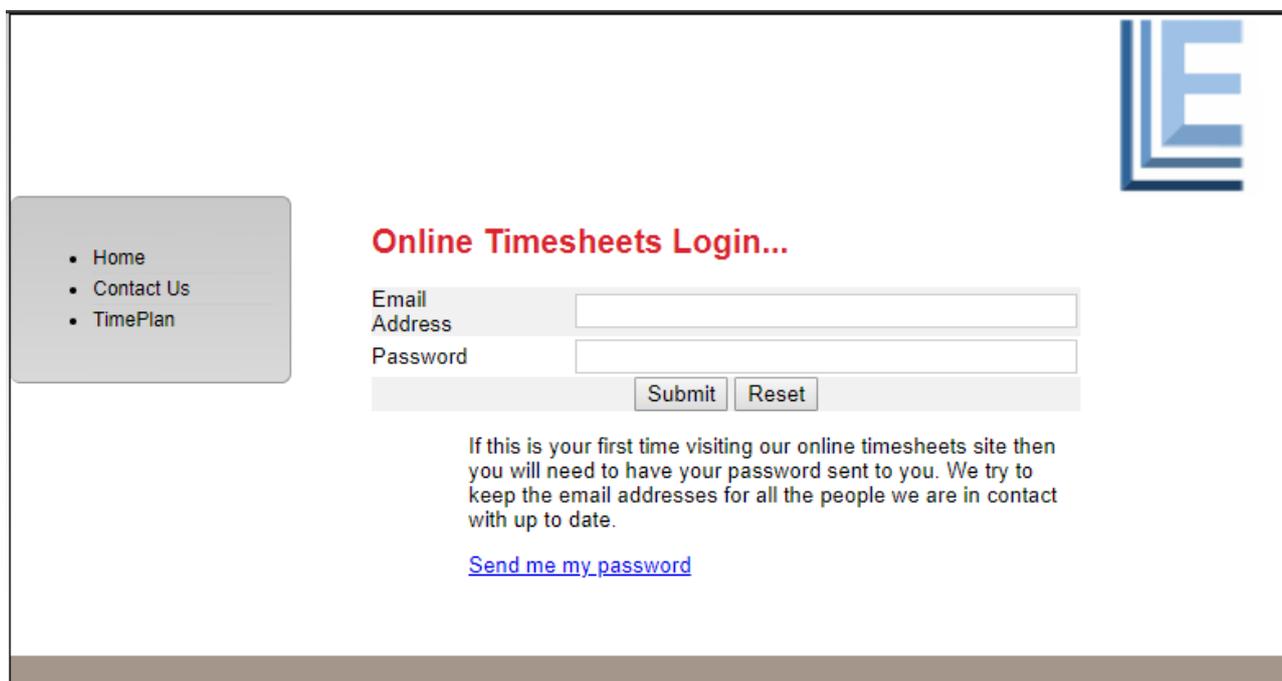**Step 1: Enter the following website to access the timesheets programme**

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

- 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.

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. For each of our schools we have a timesheets contact confirmed on our database.

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

Click **Submit** and you will be emailed 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 school profile, where you will have details of timesheets that will need to be completed as well as a history of completed timesheets for every teacher that has worked at your school. As the number of completed timesheets increases they will be moved to an archive area which you can access from the navigation menu on the left-hand side.
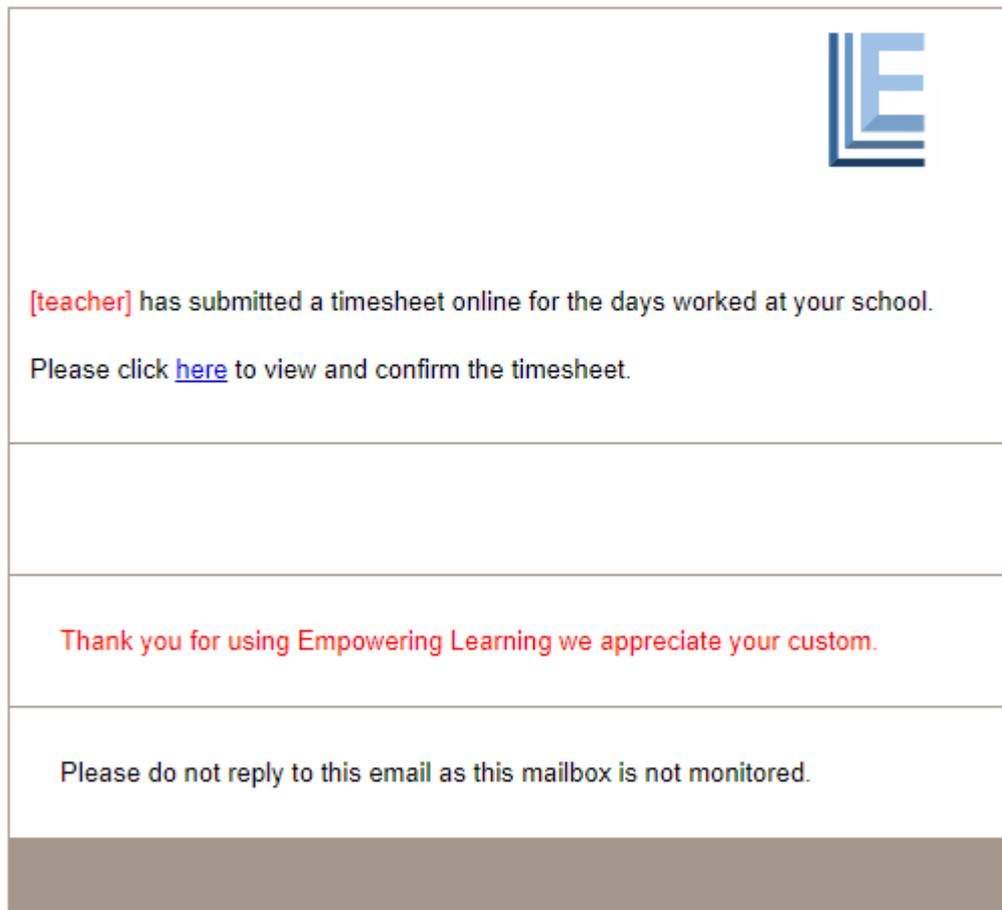
Step 3: Option to change your password

The computer-generated password is not the easiest password to remember. Once you have logged in you will be able 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: Confirming Timesheets

Once a teacher has worked at your school they will be able to log their timesheet. For long-term teachers this will happen once a week. As soon as a teacher has completed their online timesheet and submitted it online an email will be generated to ask you to log on to your school profile and complete their timesheet.

[teacher] has submitted a timesheet online for the days worked at your school.

Please click here to view and confirm the timesheet.

Thank you for using Empowering Learning we appreciate your custom.

Please do not reply to this email as this mailbox is not monitored.

Most teachers will complete their timesheets on a Friday and so the best day for a school to complete timesheets for the week will be the following Monday.

As soon as you click here you will be taken to the online timesheet to either confirm or reject.

Timesheets to Confirm

Nothing Current

Logged in:

Show Timesheets
Archived Timesheets
Invoices
Calendar
Edit School Details
Edit School Contacts
Change Password
Register a Vacancy
Empowering Learning Homepage
Contact Us by Email
Logout
T & Cs - supply
T & Cs - perm

If you are happy with the information displayed please confirm the timesheet and then click **Confirm.** If you think that the information is incorrect then please click **Reject**.

Step 5: Reminders

Don't worry if you forget, we will automatically generate a reminder email or simply give to a call.

If you make any mistakes or have any problems, please let us know immediately by contacting your local Empowering Learning office.

Empowering Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Click on each of the timesheets that need to be confirmed.
The timesheet for each individual teacher will be displayed showing details of when they worked at your school.