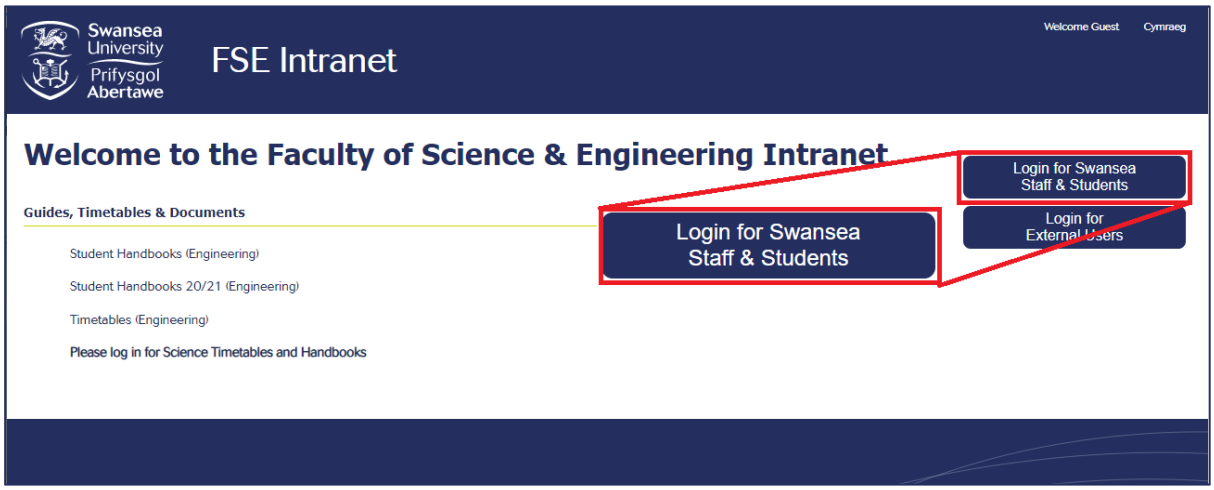
Faculty Intranet

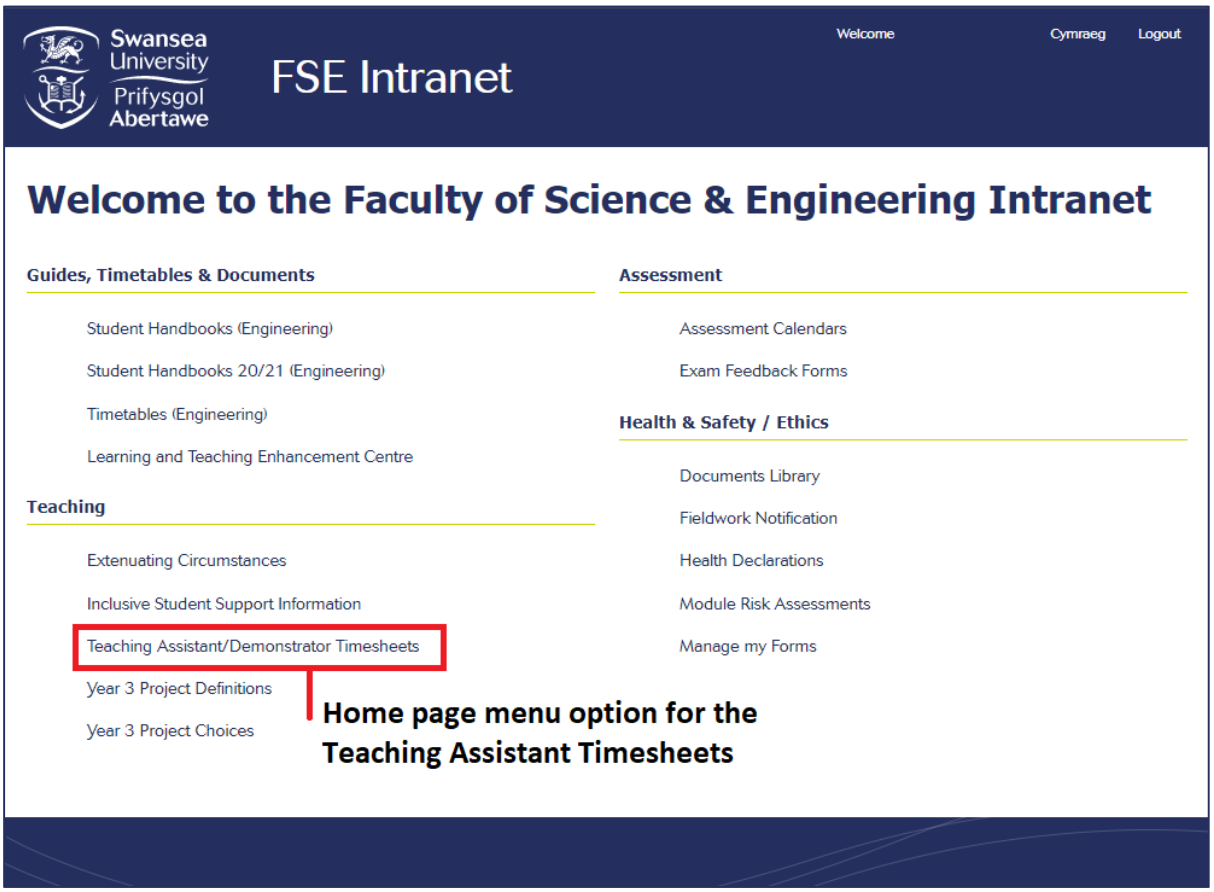
The Teaching Assistant (formerly known as Demonstrator) Timesheets are located within the Faculty Intranet https://fse-intranet.swan.ac.uk

Login using your student number as the username and your usual password used to login to University systems, e.g. the central university intranet (https://intranet.swan.ac.uk).



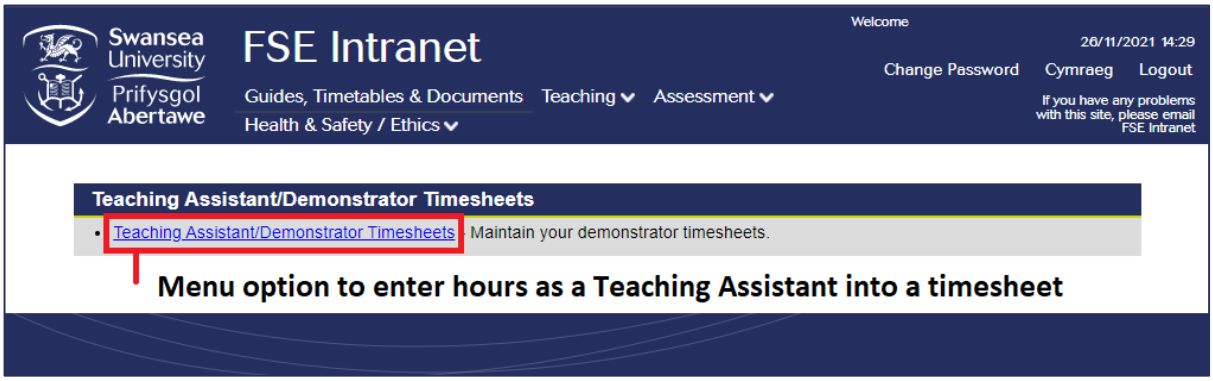
College Intranet Home Page

Once logged in, the Teaching Assistant Timesheets are available through the Teaching Assistant /Demonstrator Timesheets menu option on the Faculty Intranet home page:



This navigates to a sub-menu with the available functions:

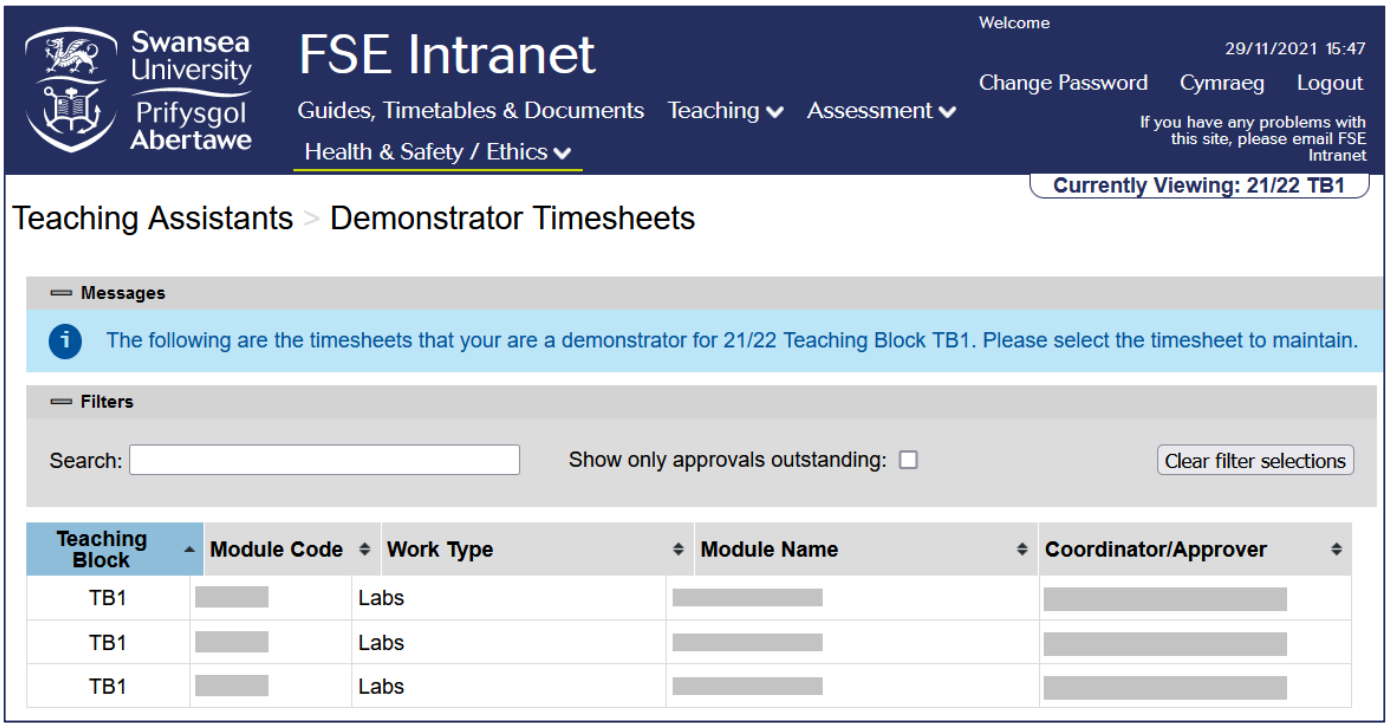
Teaching Assistant Menu



Select the Timesheets menu option to proceed to the page that lists all your Teaching Assistants timesheets.

Teaching Assistants Timesheets

The **Teaching Assistants Timesheets** page lists all your Teaching Assistants timesheets for the current semester:

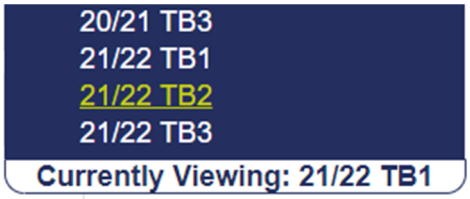


All your Teaching Assistant timesheets for the current semester are listed here

Hover over and click the table row that contains a timesheet to proceed to the timesheet page to maintain the hours logged in the timesheet.

Other Semesters

If you wish to view the timesheets from another semester then click the **Currently Viewing** drop-down and select the required semester from the list:



Teaching Assistant Timesheet - Entering of Hours

The **Teaching Assistant Timesheet** page details the Teaching Assistant timesheet and allows entry of hours worked by week for the selected Teaching Assistant activity:

Requested Hours is the maximum number of hours that you can enter for that week.
Actual Hours is the number of hours that you have worked on this Teaching Assistant activity for that week.

Either type in or use the "spinner" (up and down arrows) to select the hours worked for each week.

Saving the Timesheet

Once all hours have been entered click the **Save Timesheet** button – if you close your timesheet without saving, you will lose the data you've entered.

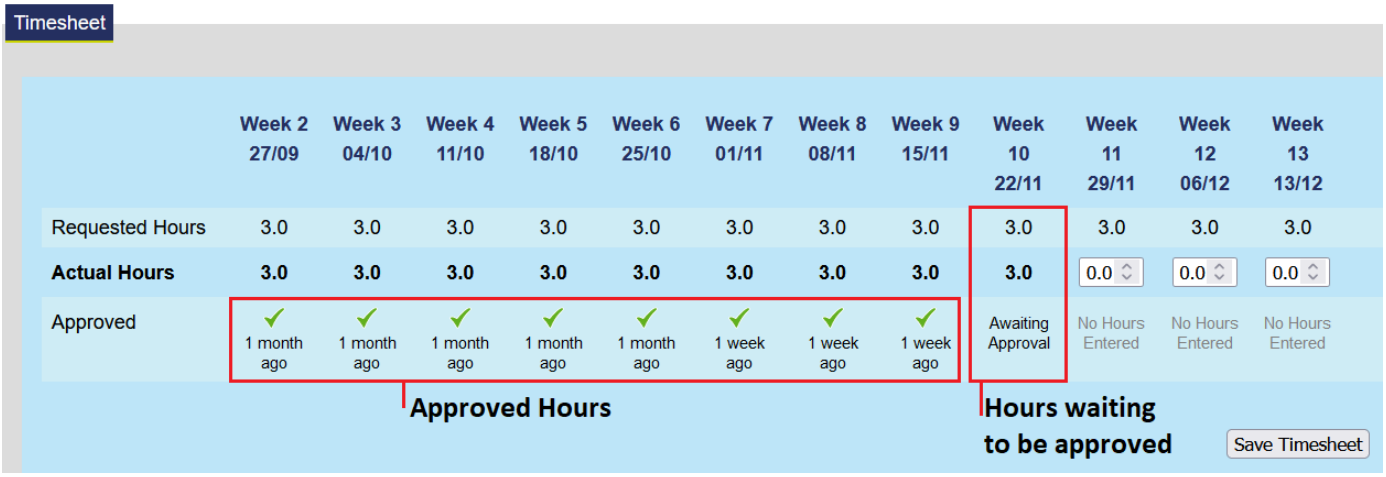
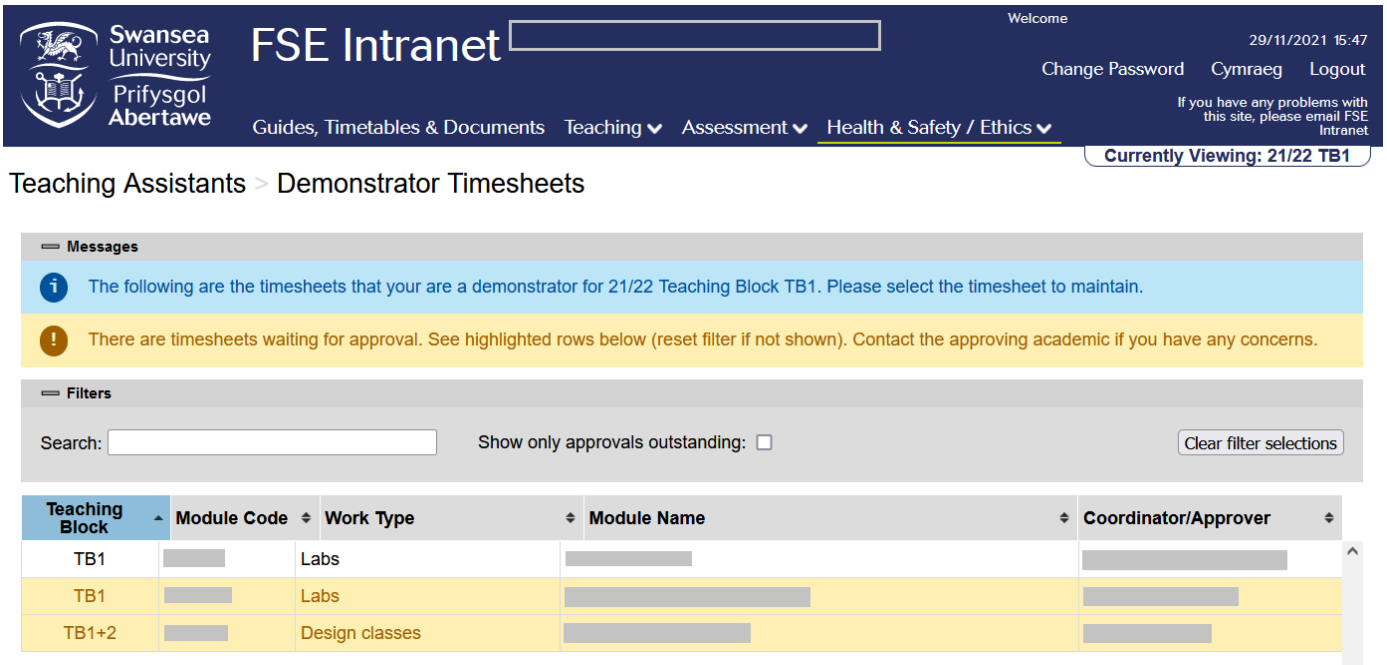
You may return later to update the hours further, within the current month.

Approval of Hours

The assigned approver of the timesheets will not be able to approve the hours of the current week. Only weeks in the past can be approved.

Once approved the actual hours cannot be modified for that week.

Approved hours will be indicated on the timesheet:



On the **Teaching Assistant Timesheets** page timesheets that have hours waiting for approval are highlighted in yellow: