

OPUS user guide for Students

Student user guide for approving timesheets

Opus is the online payroll system used by Randstad student support for processing their workers timesheets.

Code of Conduct

- It is your responsibility to inform the University of a regularly checked e-mail account and to give an update should this change
- It is your responsibility to action a timesheet email at the earliest convenient time and to approve your workers hours
- It is your responsibility to authorise any cancellations or failure to attend if you did not follow the cancellation policy
- Do not allow anyone to access your e-mail account, as per university policies

Here are some key points to note when using Opus:

Please be aware that Opus will only work on Internet Explorer

It will not work with Mozilla Firefox, Safari or Google Chrome.

Avoid using the back button. Unlike most web pages, if you use the back button you will find the system logs you off and any changes you were making at the time will not be saved.

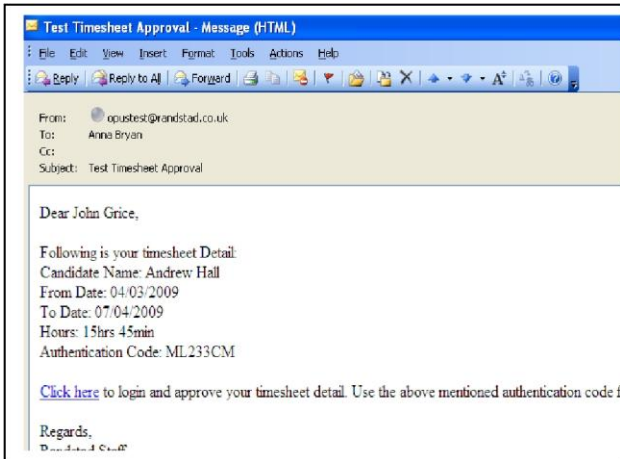
If you are using Internet Explorer 8 then you'll need to ensure that your pop up blocker is off as some actions open in a new window.

Accessing timesheets

When your support worker submits a timesheet, you will receive an email or text message asking for authorisation.

**You will be provided with a link so that you can view and authorise the timesheet.
You will not have log in details for the Opus system.**

Click on the link and enter the authentication code provided (please note this is case sensitive) and click submit. If possible, please copy and paste this for accuracy.



Authorising timesheets by email

1. When you have accessed the timesheet: tick the relevant box 'approve or reject' for each timesheet. You can select more than one timesheet to submit
2. Click on then submit button
3. You will be reminded that once you have clicked submit, you cannot amend a timesheet
4. Click ok to proceed
5. The screen will refresh and the timesheets you have submitted will now be greyed out

Timesheet Details					
Candidate Name:		Andrew Hall		Duration: 15hrs 45min	
From Date:		04/03/2009		To Date: 07/04/2009	
Role	Timesheet Date	Start Time	End Time	Hours	<input type="checkbox"/> Accept <input type="checkbox"/> Reject
Tutor	04/03/2009	5:15 pm	7:15 pm	2hrs 0min	<input checked="" type="checkbox"/> Accept <input type="checkbox"/> Reject
Tutor	05/03/2009	8:30 am	9:30 am	1hrs 0min	<input checked="" type="checkbox"/> Accept <input type="checkbox"/> Reject
Tutor	11/03/2009	9:00 am	11:00 am	2hrs 0min	<input checked="" type="checkbox"/> Accept <input type="checkbox"/> Reject
Tutor	01/04/2009	8:30 am	9:30 am	1hrs 0min	<input type="checkbox"/> Accept <input type="checkbox"/> Reject
Tutor	03/04/2009	8:30 am	8:45 am	0hrs 15min	<input type="checkbox"/> Accept <input type="checkbox"/> Reject
Tutor	06/04/2009	8:30 am	5:45 pm	9hrs 15min	<input type="checkbox"/> Accept <input type="checkbox"/> Reject

Authorising timesheets by text message (SMS)

You will receive one text message per timesheet.

For example, It will state 'From Randstad Joe Bloggs submitted timesheet (s) for 1 hrs 0 min, 25/06/2010 – 25/06/2010. To approve reply 'Yes MA123456IV'. To reject reply 'No MA123456IV'

Please use capitals where they have used capitals.

Once you have approved the timesheet your support worker will receive notification of which hours have been approved and these will be processed for payment to your support worker.

The deadline for processing approved timesheets is the 17th of each month, so it is the responsibility of your worker to submit these to you with sufficient approval time.

Student Questions:

Q. I have lots of emails coming through but some of the codes don't work when I paste them into the box. Can you help?

A. Only the most recent approval code and email will work for timesheets from the same support worker, other approval emails from the same worker that you have not responded to previously will become invalid. All outstanding timesheets you need to approve will be on the most recent email from that worker.

Q. What if I get more than one email / text message asking me to approve the same session?

A. Please use the most recent email / text message and approval code and ignore the previous emails. A student may resubmit this timesheet for approval if they do not get a response from the first email. The system makes the first email / text message invalid.

**If you have any technical issues with the system, please call
0845 130 4655**