Opus Student User Manual
Student Worker Support

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July 2013

CODE OF CONDUCT

- It is your responsibility to inform Randstad 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

ACCESSING TIMESHEETS TO APPROVE

When any of your support workers submits a timesheet, you will receive an email requesting authorisation

The email will provide you with a link so that you can view and authorise timesheets. When using a link from any email you receive, you will be redirected to a list of all timesheets for any of your support workers

Please note: An authorisation link in an email can only be used once. After it has been used once, the link becomes 'expired' and will not allow access to the system

Click on the link -
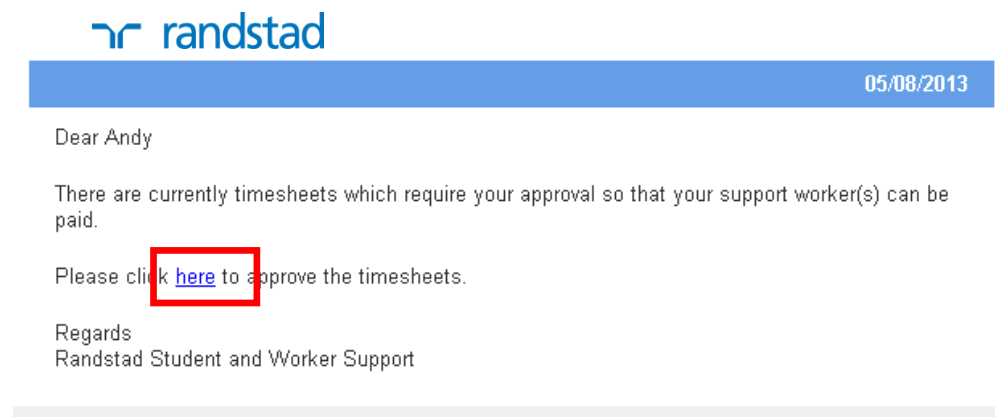
APPROVING TIMESHEETS

When you clicked on the link from the email for the first time, you will be taken to this screen –

Candidate Name	Role	Timesheet Date	Start Time	End Time	Hours	Accept	Reject
Example Candidate	Notetaker 1	05/08/2013	10:30	11:30	1.00	☐	☐

SUBMIT

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Select 'Approve' or 'Reject' on the timesheets (you can select more than one timesheet at a time to submit) –

Candidate Name	Role	Timesheet Date	Start Time	End Time	Hours	Accept	Reject
Example Candidate	Notetaker 1	05/08/2013	10:30	11:30	1.00	☑	☐

SUBMIT

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Select 'Submit' –

Candidate Name	Role	Timesheet Date	Start Time	End Time	Hours	Accept	Reject
Example Candidate	Notetaker 1	05/08/2013	10:30	11:30	1.00	☑	☐

SUBMIT

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Select 'Ok' to continue approving or 'Cancel' if you have made a mistake –

You will receive a message advising that the submission was successful –

Once you have 'Approved' or 'Declined' the timesheet and submitted, those timesheet will disappear from the list –

FAQ'S

Q. What is the deadline for approving timesheets?
A. The deadline for processing approved timesheets in the 17th of each month. It is the responsibility of your support worker to submit their timesheets with sufficient approval time.

Q. What if I encounter any technical problems when using the system?
A. Please contact the support team on the details under the 'Support' section of this document

SUPPORT

If you have encounter any technical issues when using the system the please email opus@randstad.co.uk or call 0845 130 4655