

UKRI Research Timesheets App

Step-by-Step Guide



University
of Glasgow

If you have any questions please contact: finance-rsotimesheets@glasgow.ac.uk

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Introduction

The University of Glasgow is introducing a new online Timesheet Management App to meet the requirements set by UK Research and Innovation (UKRI). These requirements include strict deadlines for submitting and approving timesheets and ensuring accurate record-keeping. This app ensures the university avoids issues like delayed submissions, which could lead to reduced research funding, while providing a long-term, reliable solution for timesheet management.

Here's how the app will help:

- **Automatic reminders:** It will notify research staff when their timesheets are due, reducing the need for follow-ups.
- **Streamlined timesheet completion:** Staff can quickly log their hours, select projects, and record time spent on tasks with ease.
- **Simplified approvals:** Managers can review and approve timesheets online with minimal effort.
- **Real-time tracking:** The app will generate up-to-date reports, improving accuracy and transparency across the process.

By automating these steps, the app will save significant time for researchers and finance staff while reducing errors. It ensures compliance with UKRI requirements and provides a more reliable and user-friendly experience for everyone involved. This change will free up staff to focus on more valuable tasks, such as advancing research and supporting innovation.

Other universities have implemented similar tools successfully, demonstrating how automation improves efficiency and reliability in timesheet management. The University of Glasgow's adoption of this app reflects a long-term commitment to supporting its researchers, improving processes, and safeguarding essential grant funding.

Guidelines on the UKRI compliance with respect to submitting timesheets can be found below:

- [Terms and conditions for research grants – UKRI](#)
- [UKRI Timesheet Requirement FAQs](#)

Getting Started

Prerequisites

The prerequisites for accessing the application include an internet connection, a university email/access to the university tenant and access to a modern web browser, e.g. Microsoft Edge, Google Chrome or Safari. This application should only be used using a laptop or desktop computer.

Accessing the Application

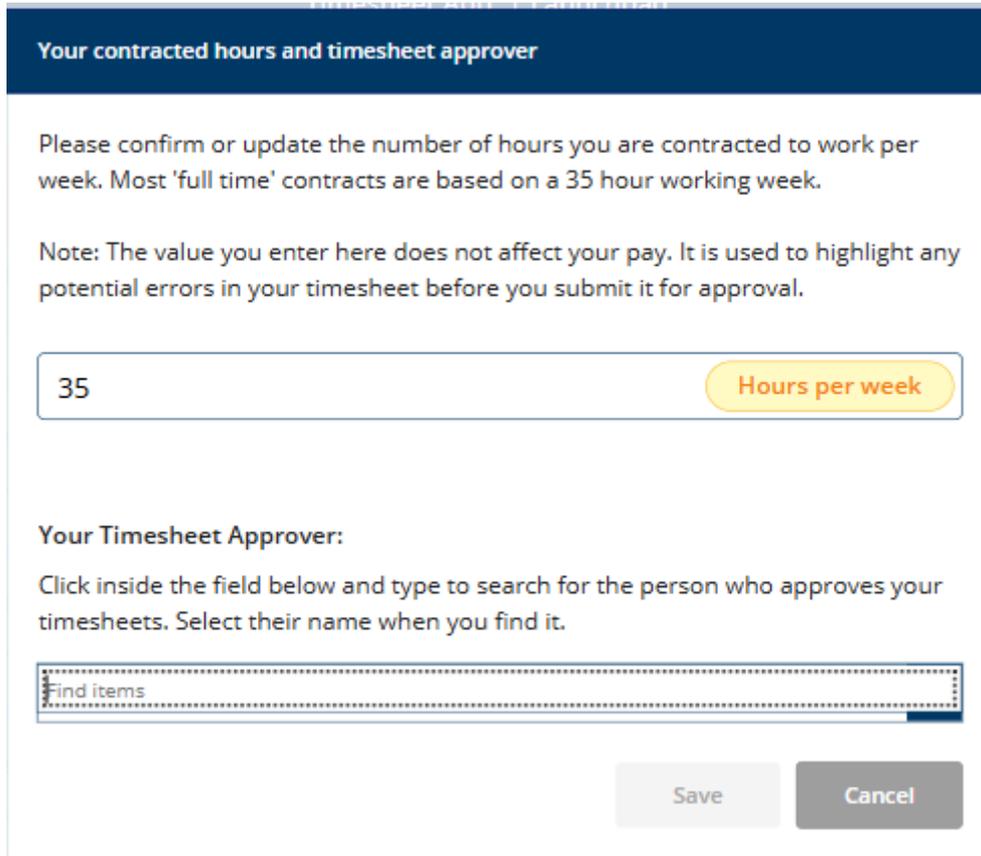
The application is accessed via browser using the URL (see below). Upon opening the URL, you will be prompted to enter your GUID and Windows password for login.

Application URL

[Research Timesheets - Power Apps](#)

Timesheet Submitter Guide

1. The first time you log into the app, a pop-up will appear asking you to enter the number of hours you're contracted to work. After that, select the name of the person who approves your timesheets from the drop-down menu. Once you've filled in this information, click 'Save' to finalise your settings.



Your contracted hours and timesheet approver

Please confirm or update the number of hours you are contracted to work per week. Most 'full time' contracts are based on a 35 hour working week.

Note: The value you enter here does not affect your pay. It is used to highlight any potential errors in your timesheet before you submit it for approval.

35 Hours per week

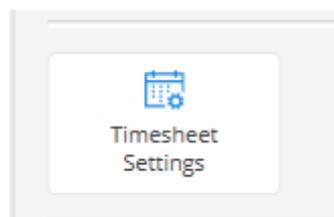
Your Timesheet Approver:

Click inside the field below and type to search for the person who approves your timesheets. Select their name when you find it.

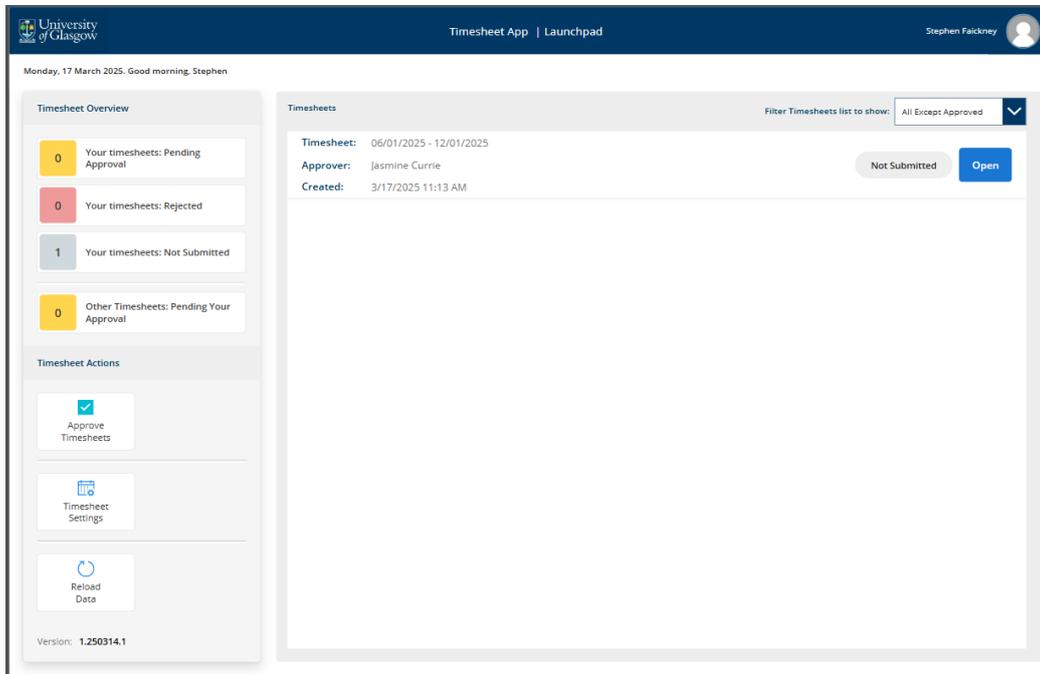
Find items

Save Cancel

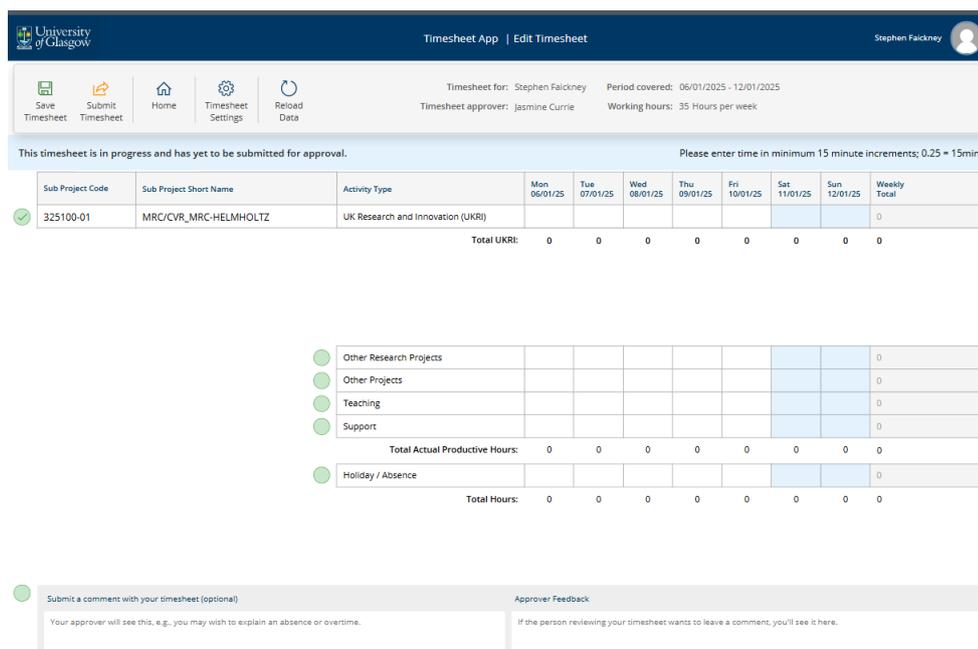
Please Note: Your hours worked and approver can be edited by clicking on 'Timesheet Settings', under 'Timesheet Actions'.



- The Timesheet App dashboard will display a clear overview of your timesheets, categorised by their current status: Not Submitted, Pending Approval, Approved, or Rejected. You can filter the view to show timesheets based on the status you need to track, making it simple to manage and on the progress of each one.



- To fill in your timesheet, click 'Open' on the timesheet you want to complete. Your 'Sub Project' and 'Sub Project Short Name' will automatically be populated with UKRI-funded projects you're currently working on. Enter the hours you've worked each day, including any research projects, teaching, support, or holiday/absence. Enter time in 15-minute increments, 0.25 = 15 mins. You also have the option to add a comment for your approver, though this is optional.



- After entering your hours for the day, click 'Save' to preserve your progress, as failing to do so will result in the loss of your data. Once your timesheet is successfully saved, a green confirmation band will appear at the top of your screen. You can then close and reopen the timesheet as needed, entering time spent on various activities each day. When you're finished, click the 'Home' button to return to the Timesheet App Dashboard.

Your timesheet has been saved successfully

Timesheet for: Jasmine Currie | Period covered: 27/01/2025 - 02/02/2025
Timesheet approver: Gregor Lowther | Working hours: 35 Hours per week

This timesheet is in progress and has yet to be submitted for approval. Please enter time in minimum 15 minute increments: 0.25 = 15mins

Sub Project Code	Sub Project Short Name	Activity Type	Mon 27/01/25	Tue 28/01/25	Wed 29/01/25	Thu 30/01/25	Fri 31/01/25	Sat 01/02/25	Sun 02/02/25	Weekly Total
325100-01	MRC/CVRL_MRC-HELMHOLTZ	UK Research and Innovation (UKRI)	5	3	5	3	5			21
309812-01	BBSRC/STREICKER_NSF_BBSRC_NOV19/BE	UK Research and Innovation (UKRI)			5	2	5	2		14
Total UKRI:			5	8	7	8	7	0	0	35

Other Research Projects										0
Other Projects										0
Teaching										0
Support										0
Total Actual Productive Hours:			5	8	7	8	7	0	0	35
Holiday / Absence										0
Total Hours:			5	8	7	8	7	0	0	35

Submit a comment with your timesheet (optional)
Your approver will see this, e.g., you may wish to explain an absence or overtime.

Approver Feedback
If the person reviewing your timesheet wants to leave a comment, you'll see it here.

- Once you've entered your hours for the entire week and your timesheet is complete, click 'Save' and then 'Submit' to finalise the timesheet. A confirmation box will appear, asking you to confirm that the information you have entered is correct. If you want to review the data, click 'Cancel'. If you're happy to proceed, tick the confirmation box and click 'Submit'.

Confirmation

Your timesheet is ready for submission to your approver, Gregor Lowther.

Please confirm the data you have entered is accurate by checking the checkbox below, then click Submit.

I confirm this weekly timesheet represents an accurate reflection of my actual hours worked.

Submit Cancel

- Your timesheet will appear as 'Pending Approval' until it is reviewed and approved. Once your timesheet has been approved, it will change to 'Approved'. After submitting, you can return to the home screen by clicking 'Home'.

Please Note: Once a timesheet has been submitted, you will no longer be able to edit it.

✔ Your timesheet has been submitted for approval. Your approver will receive an email notification to login to the Timesheet App to review your timesheet

Save Timesheet | Submit Timesheet | Home | Timesheet Settings | Reload Data

Timesheet for: Stephen Falcincy | Period covered: 06/01/2025 - 12/01/2025
Timesheet approver: Jasmine Currie | Working hours: 35 Hours per week

PENDING APPROVAL - This timesheet is awaiting approval.

Sub Project Code	Sub Project Short Name	Activity Type	Mon 06/01/25	Tue 07/01/25	Wed 08/01/25	Thu 09/01/25	Fri 10/01/25	Sat 11/01/25	Sun 12/01/25	Weekly Total
329100-01	MRC/CVR_MRC-HELMHOLTZ	UK Research and Innovation (UKRI)	3.5	3.5	2					9
Total UKRI			3.5	3.5	2					9
Other Research Projects										
			1	0.5	2					3.5
Other Projects										
										0
Teaching										
			2	2	2					6
Support										
			0.5	1	1					2.5
Total Actual Productive Hours:			7	7	7	0	0	0	0	21
Holiday / Absence										
						7	7			14
Total Hours:			7	7	7	7	7	0	0	35

This timesheet has been submitted for approval and is awaiting review by your approver. Until your approver responds, you are unable to edit the timesheet.

Return Home

Timesheets | Filter Timesheets list to show: All Except Approved

Timesheet: 06/01/2025 - 12/01/2025
Approver: Gregor Lowther
Created: 2/13/2025 11:27 AM

Pending Approval | Open

Timesheet Approver Guide

- Open the app and click the 'Approve Timesheets' button in the left panel.

University of Glasgow | Timesheet App | Launchpad | Jasmine Currie

Tuesday, 18 March 2025. Good morning, Jasmine

Timesheet Overview

- 3 Your timesheets: Pending Approval
- 0 Your timesheets: Rejected
- 3 Your timesheets: Not Submitted
- 1 Other Timesheets: Pending Your Approval

Timesheet Actions

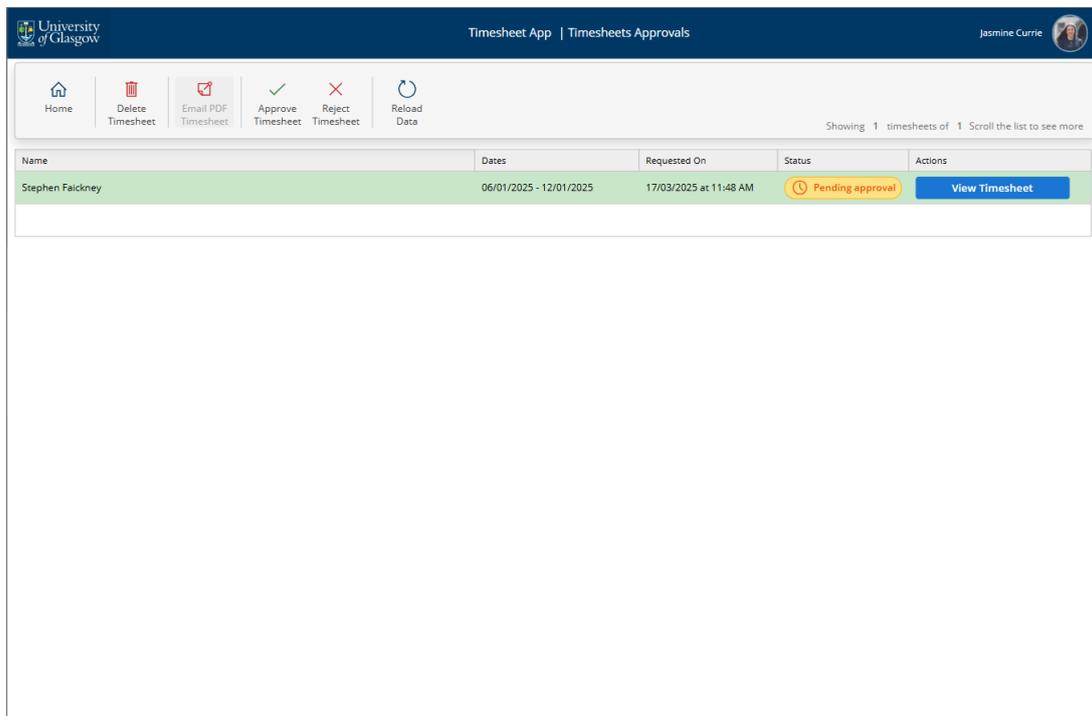
- Approve Timesheets
- Timesheet Settings
- Reload Data

Version: 1.250314.1

Timesheets | Filter Timesheets list to show: Approved

- When the next screen loads, any timesheets awaiting your approval will be listed at the top of the page, with those needing your attention first at the top. In the 'Actions' column, you will see the 'View Timesheet' button next to the timesheet you want to review. Click this button to open and approve or reject the timesheet.

Please Note: You will only be able to view up to two timesheets at a time. If there are more, the system will display a message above the list, such as 'Showing 2 timesheet of 5', with the option to scroll through the list to view additional timesheets awaiting approval. In the example shown, one timesheet is ready for approval, and its status is marked as 'Pending approval'.



The screenshot shows the 'Timesheet App | Timesheets Approvals' interface. At the top left is the University of Glasgow logo. The user 'Jasmine Currie' is logged in. A navigation bar contains icons for Home, Delete Timesheet, Email PDF Timesheet, Approve Timesheet, Reject Timesheet, and Reload Data. Below this is a table with the following data:

Name	Dates	Requested On	Status	Actions
Stephen Falckney	06/01/2025 - 12/01/2025	17/03/2025 at 11:48 AM	Pending approval	View Timesheet

Below the table, the text 'Showing 1 timesheets of 1 Scroll the list to see more' is visible.

3. The timesheet will load into the page. Review the timesheet.

Please Note: The timesheet submitter may have submitted a note with their timesheet for your attention. If they have, the note will appear in the Timesheet Notes box in the bottom-left corner. It's always best to check that box before reviewing the timesheet.

The screenshot shows the 'Timesheet App | Timesheets Approvals' interface for Jasmine Currie. It features a navigation bar with icons for Home, Delete Timesheet, Email PDF Timesheet, Approve Timesheet, Reject Timesheet, and Reload Data. Below this is a summary table for Stephen Faickney's timesheet, which is currently 'Pending approval'. The summary table includes columns for Name, Dates, Requested On, Status, and Actions. A 'View Timesheet' button is visible next to the status.

Sub Project Code	Sub Project Short Name	Activity Type	Mon 06/01/25	Tue 07/01/25	Wed 08/01/25	Thu 09/01/25	Fri 10/01/25	Sat 11/01/25	Sun 12/01/25	Weekly Total
325100-01	MRC/CVR_MRC-HELMHOLTZ	UK Research and Innovation (UKRI)	3.5	3.5	2	0	0	0	0	9
Total UKRI:			3.5	3.5	2	0	0	0	0	9

Other Research Projects	1	0.5	2	0	0	0	0	0	3.5	
Other Projects	0	0	0	0	0	0	0	0	0	
Teaching	2	2	2	0	0	0	0	0	6	
Support	0.5	1	1	0	0	0	0	0	2.5	
Total Actual Productive Hours:			7	7	7	0	0	0	0	21

Holiday / Absence	0	0	0	7	7	0	0	0	14	
Total Hours:			7	7	7	7	7	0	0	35

The interface also includes a 'Timesheet Notes' section with a text input field containing '[TEST]' and an 'Approver Comments' section with a placeholder text: 'If the approver reviewing your timesheet wants to leave a comment, you'll see it here.'

4. When you are rejecting a timesheet, click the 'Reject Timesheet' button and you will be prompted to give a reason in order to tell the timesheet submitter what's wrong with it. Click 'Reject' and the timesheet submitter will be notified that their timesheet needs to be corrected and resubmitted.

The 'Rejection Comments' dialog box has a dark blue header. The main content area contains a text input field with the placeholder text: 'Please enter a reason for rejecting this timesheet. This message will be visible to the timesheet owner.' At the bottom of the dialog, there are two buttons: a red 'Reject' button and a grey 'Cancel' button.

5. If the timesheet is correct, click the 'Approve Timesheet' button to approve it. This action will notify the submitter that their timesheet has been approved. Once approved, you will be returned to the 'Timesheet Approvals' page, and a green banner will appear at the top, confirming that the timesheet has been approved and the submitter has been notified. From here, you can proceed to review the next timesheet or return to the Home screen by clicking the 'Home' button.

