

# Clinical Placement System (CLIPS) Student Guide for Timesheet APSS

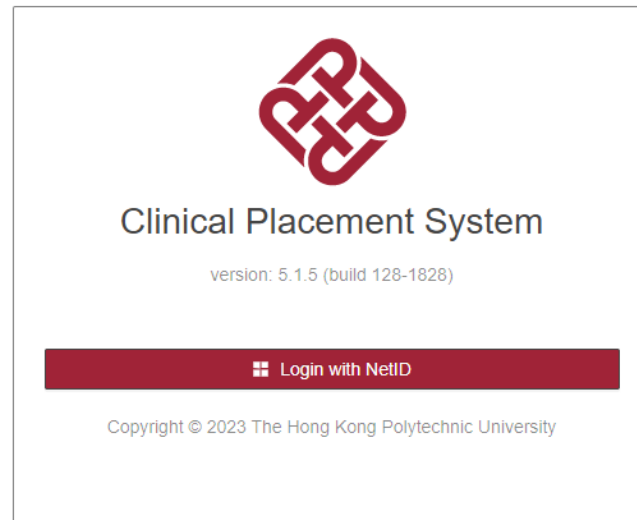
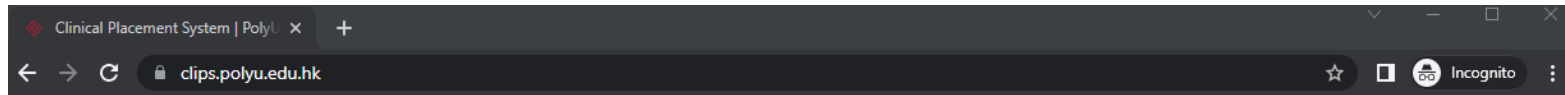
10 May 2023



THE HONG KONG  
POLYTECHNIC UNIVERSITY  
香港理工大學

Opening Minds • Shaping the Future  
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# Login Clinical Placement System



Visit URL <https://clips.polyu.edu.hk> and login with your NetID

# Choose Timesheet Function

[D] Clinical Placement System

My Noticeboard

Today's Roster

no placement today

My Placement

**MSW FW II**  
22 May, 2023 - 29 Jul, 2023

Assessment  
In Progress

CHOI Xxx Xxx  
2100\*\*\*\*g@connect.polyu.hk

- Accomplishment
- Leave
- Timesheet**
- Settings
- Logout
- Return to Admin

Click “Timesheet” in User Menu to enter timesheet function

# Create Timesheet Record (1)

**[D] Clinical Placement System**

**Timesheet**

Year: 2022-23

Subject: MSW FW II

+ Create

Refresh

Tenant	Year	Subject	Student ID	Name	Action
APSS	2022-23	MSW FW II	2100****G	CHOI Xxx Xxx	Open   Delete

Timesheet Records

Date

Create Timesheet

\* Tenant: APSS

\* Year: 2022-23

\* Subject: MSW FW II

\* Student ID: 2100\*\*\*\*G / CHOI Xxx Xxx

\* Date: 2023-05-22

\* Time: 09:00 → 12:00

\* Activity: Orientation


Remark:




Create


Cancel

Select the “Year” & “Subject”. Click “Create” to timesheet record

## Create Timesheet Record (2)


**[D] Clinical Placement System**


**Timesheet**

+ Create
 Refresh

Year: 2022-23
 Subject: MSW FW II

Tenant	Year	Subject	Student ID	Name	Action
APSS	2022-23	MSW FW II	2100****G	CHOI Xxx Xxx	Open   Delete

**Timesheet Records**


Date	Start Time	End Time	No of Hour	Activity	Remark	Status	Supervisor Approval	Action
2023-05-22	09:00:00	12:00:00	3.00	Orientation		Preparing		Delete




Total 1 record
 1
 10 / page


Timesheet record create success!



# Timesheet Submission (1)


**[D] Clinical Placement System**


**Timesheet**

+ Create
Refresh

Year: 2022-23
Subject: MSW FW II

Tenant	Year	Subject	Student ID	Name	Action
APSS	2022-23	MSW FW II	2100****G	CHOI Xxx Xxx	Open   Delete

**Timesheet Records**

Date	Start Time	End Time	No of Hour	Activity	Remark	Status	Supervisor Approval	Action
2023-05-22	09:00:00	12:00:00	3.00	Orientation		Preparing		Delete

Total 1 record
1
10 / page

Click Open Button

# Timesheet Submission (2)

**[D] Clinical Placement System**

**The Hong Kong Polytechnic University**  
**Department of Applied Social Sciences**  
**Time Sheet for Fieldwork Placement (MSW FW II)**

Student: 2100\*\*\*\*G / CHOI Xxx Xxx (蔡\*\*)  
 Agency / Unit: Cheng Shing Fung District Elderly Centre (Shamshuipo)

Time Period:
 

Summary  
 Summary  
 Week 0 (2023-05-22 - 2023-05-28)  
 Week 1 (2023-05-29 - 2023-06-04)  
 Week 2 (2023-06-05 - 2023-06-11)  
 Week 3 (2023-06-12 - 2023-06-18)  
 Week 4 (2023-06-19 - 2023-06-25)  
 Week 5 (2023-06-26 - 2023-07-02)  
 Week 6 (2023-07-03 - 2023-07-09)  
 Week 7 (2023-07-10 - 2023-07-16)  
 Week 8 (2023-07-17 - 2023-07-23)  
 Week 9 (2023-07-24 - 2023-07-30)

Summary of Cumulative Hours

Total Placement Hours: 3

Supervision Hours:

	Individual	Group	Total
On-site	0	0	0
Off-site	0	0	0
Total	0	0	0

Live Supervision Hours \*: 0


\* The hours have been counted as on-site supervision hour


Print

Close

Select submission “Time Period”

# Timesheet Submission (3)


**[D] Clinical Placement System**



The Hong Kong Polytechnic University  
Department of Applied Social Sciences  
Time Sheet for Fieldwork Placement (MSW FW II)

Student: 2100\*\*\*\*G / CHOI Xxx Xxx (蔡\*\*)

Agency / Unit: Cheng Shing Fung District Elderly Centre (Shamshuipo)

Time Period: Week 0 (2023-05-22 - 2023-05-28)

Status: Preparing

Time	2023-05-22 (Mon)	2023-05-23 (Tue)	2023-05-24 (Wed)	2023-05-25 (Thu)	2023-05-26 (Fri)	2023-05-27 (Sat)	2023-05-28 (Sun)
AM	09:00 - 12:00 (3.00 hour) Orientation						
PM							
Evening							
Total Hours	3	0	0	0	0	0	0

This Week:

Fieldwork Hours (a): 3 hrs

Cumulative Total B/F (b): 0 hrs

Present Total (a+b): 3 hrs

Supervision hours:

(Individual on-site): 0 hrs (Group on-site): 0 hrs

(Individual off-site): 0 hrs (Group off-site): 0 hrs

Live Supervision: 0 hrs

Cumulative supervision hours:

	Individual	Group	Total
On-Site B/F:	0	0	0
Off-Site B/F:	0	0	0
Present Total:	0	0	0

Live Supervisor B/F: 0 Present Total 0

Submit For Endorsement

Print

Close

Click “Submit For Endorsement” to timesheet of the week



## Timesheet Submission (4)

**[D] Clinical Placement System**

**Timesheet**
+ Create
Refresh

Year: 2022-23
Subject: MSW FW II

Tenant	Year	Subject	Student ID	Name	Action
APSS	2022-23	MSW FW II	2100****G	CHOI Xxx Xxx	<a href="#">Open</a> <a href="#">Delete</a>

### Timesheet Records

Date	Start Time	End Time	No of Hour	Activity	Remark	Status	Supervisor Approval	Action
2023-05-22	09:00:00	12:00:00	3.00	Orientation		<div> <span>Reviewing</span> </div>		<a href="#">Delete</a>

Total record 1 / page 10

Individual	Group	Total
0	0	0
0	0	0
0	0	0

0 Present Total 0

Submit For Endorsement
Print
Close

Click “Close” button after submission. Record status is updated as “Reviewing”

*Thank  
you*

