

Student Time Sheet Completion

Log into your EXXAT account. You will be on the Homepage and access the My Placements button on the left menu.

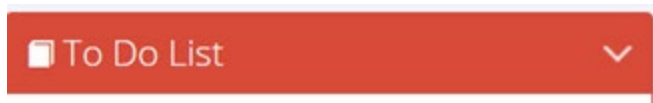


You will see any Sessions you are enrolled in, and your Field Site information listed. (When it says Mock Session you will see your currently enrolled section, for example, Specialized Practice 2021, etc.).

Session	Site Details	Placement Dates	Setting
Mock Session	test site 5 346 S LOS, Arca, California(CA) - 21007	01/01/2012- 01/31/2012 Duration: 1 Week	Clinical Practice/ Direct Service

Click on the Session Name

On the next page, you will scroll down until you can see the menu on the right side that says To-Do List.



Click Timesheet



Scroll down until you see the add reviewer button on the right-hand side. Click this button

Hint: This step is only necessary the first time you start doing your timesheet.



Enter the First and Last Name and Email Address for your field instructor. Then click Save and Close.

[ADD/EDIT REVIEWER](#) ×

First Name *	<input type="text" value="Alicia"/>
Last Name *	<input type="text" value="Melnick"/>
Email Address *	<input type="text" value="ada65@pitt.edu"/>

[Save & Close](#)

Scroll down and find the week for which you want to enter hours. Click the Green +Add Time Entry button

1	1/1/2012 - 1/7/2012	0 Hours 0 Minutes	Not Submitted		
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Chose the day of the week that you completed field placement hours and hit the green + Add Time Entry button

Monday	01/02/2012	0 Hours 0 Minutes	
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Complete the time entry form by adding your start and end times, hours clocked, and Tagging your Field Instructor or Task Supervisor (whoever was supervising you that day). You can add notes here if you would like, these notes will be visible to your Field Instructor when they sign off on your hours. Click Save and Close

TIME ENTRY FORM

Date: 1/2/2012

Start Time: 9:00 AM

End Time: 4:00 PM

Hours : Minutes *: 7 : 0

Tag Educator *: Alicia Melnick

Notes:

I was not Scheduled on this date.

Save & Close

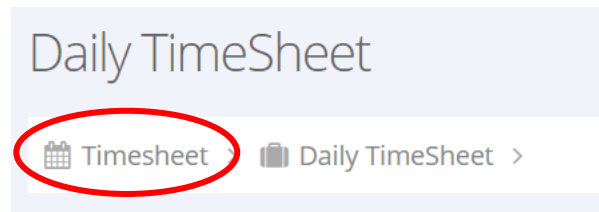
Repeat this step until all your hours for that week are listed. Once your timesheet is complete scroll to the bottom and Review and Submit your timesheet.

Review & Submit

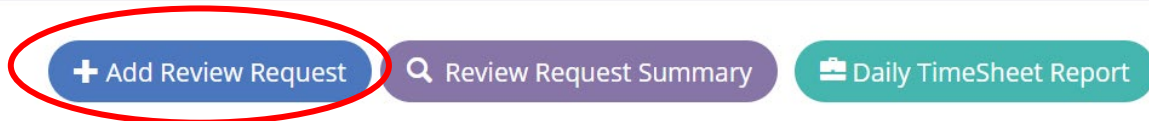
I have verified all time entries and completed filling this timesheet.

Submit Timesheet

Click Timesheet at the top to return to the main page.



Scroll down and click the blue button +Add Review Request



Here you will check the weeks to send for review and choose your Field Instructors name as a reviewer. You can add a note here to your field instructor. Then click Send and Close

Week Number	Year	Total Hours	Minutes	
<input type="checkbox"/>	1	2012	7	0

LIST OF REVIEWERS

SELECT REVIEWER

Alicia Melnick ada65@pitt.edu

STUDENT NOTES

Recipient EmailId:

Notes:

[Send & Close](#)

Your Field Instructor will receive an email asking them to complete your timesheet. You will be notified when the timesheet is complete.