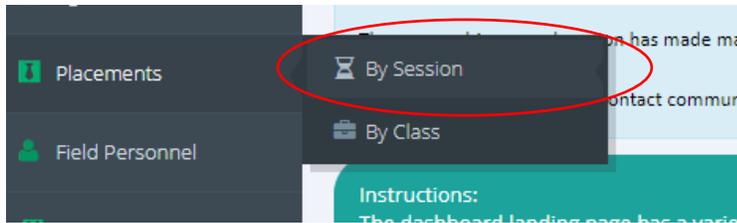


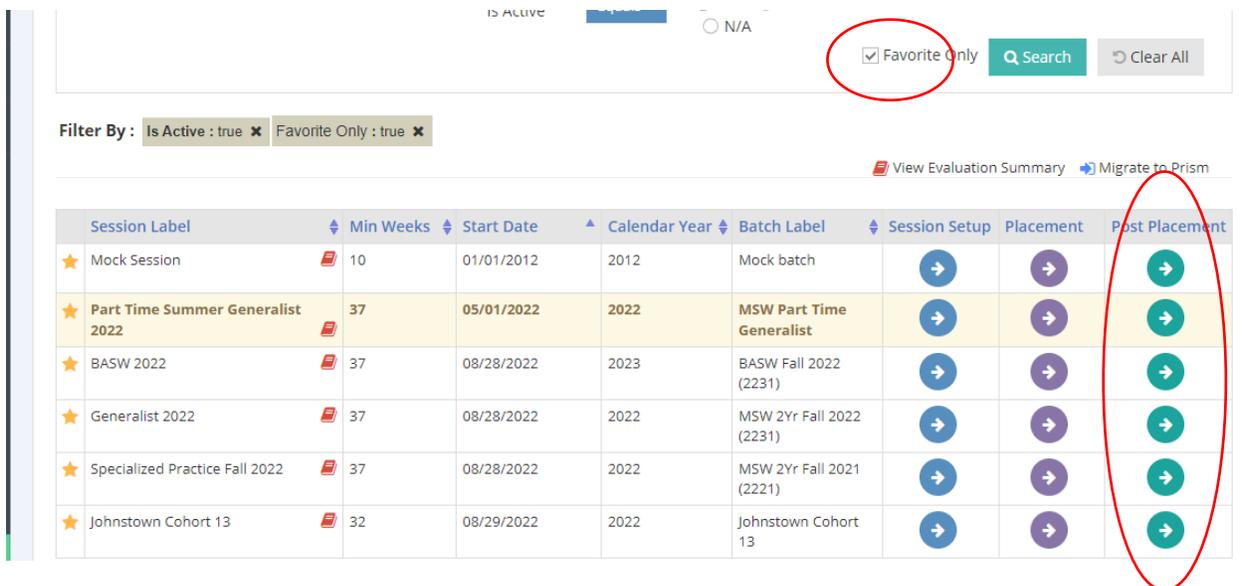
Faculty Liaison – How to review a timesheet

Login to EXXAT (<https://apps.exxat.com/>)

From the Dashboard Menu on the left side of the screen, navigate to Placements – By Session



Choose the session your student is in. (If you cannot see all sessions uncheck Favorite Only in the search menu). Click on the teal Post Placement Arrow for the session.

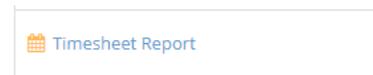
A screenshot of the Exxat interface. At the top right, there is a search filter with a 'Favorite Only' checkbox checked, circled in red. Below the filter, there is a table of sessions. The table has columns: Session Label, Min Weeks, Start Date, Calendar Year, Batch Label, Session Setup, Placement, and Post Placement. The 'Post Placement' column contains teal arrows, which are circled in red. The table data is as follows:

Session Label	Min Weeks	Start Date	Calendar Year	Batch Label	Session Setup	Placement	Post Placement
★ Mock Session	10	01/01/2012	2012	Mock batch	→	→	→
★ Part Time Summer Generalist 2022	37	05/01/2022	2022	MSW Part Time Generalist	→	→	→
★ BASW 2022	37	08/28/2022	2023	BASW Fall 2022 (2231)	→	→	→
★ Generalist 2022	37	08/28/2022	2022	MSW 2Yr Fall 2022 (2231)	→	→	→
★ Specialized Practice Fall 2022	37	08/28/2022	2022	MSW 2Yr Fall 2021 (2221)	→	→	→
★ Johnstown Cohort 13	32	08/29/2022	2022	Johnstown Cohort 13	→	→	→

On the Right side of your Screen look in the Orange To-Do List



Scroll down and click on Timesheet Report



Click the Blue Advanced Search button.

Tools ▾ Advanced Search ▾

First Name Starts-With ▾ Enter Value

Last Name Starts-With ▾ Enter Value

Site Name Starts-With ▾ Enter Value

Session Multi-Select ▾ Nothing s ▾

Clinical Faculty Name (FOR) Multi-Select ▾ Nothing s ▾

Preceptor of Record (POR) Multi-Select ▾ Nothing s ▾

Within in this menu you can search by student name, site name, or Faculty Name (FOR=Field Liaison)

Within the report, you can see the total hours documented by students and the total approved hours that the field instructor has approved.

Student Name	Site	Session	Setting	Total Hours	Total Approved Hours	Clinical Faculty Name (FOR)	Preceptor of Record (POR)
	UPMC - St. Margaret - Family Health Center	Specialized Practice Fall 2022 [08/28/2022-04/29/2023]	Health or Healthcare	0 Hours 0 Minutes	0 Hours 0 Minutes	 Jr Cherry mcc59@pitt.edu	