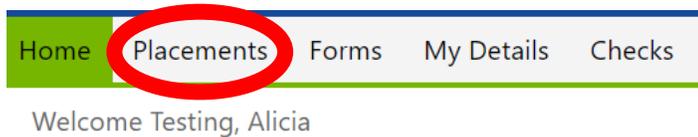
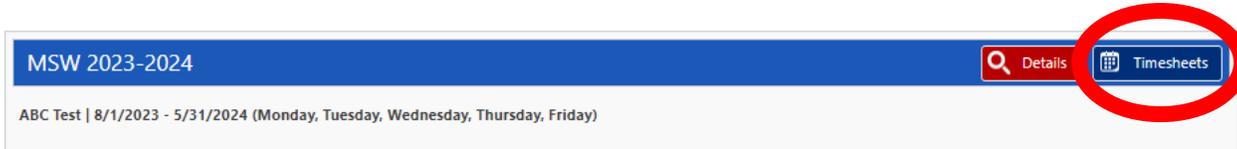


From your home page, navigate to Placements.



Find your current session and placement and click Timesheets.



Home Placements Forms My Details Checks History Documents Sites Site Submission Calendar Testing, Alicia

MSW 2023-2024 Details Timesheets

From [] To [] Filter

ABC Test | 8/1/2023 - 5/31/2024

Timesheet Status column to group by it

+ Add new timesheet Save Cancel

Date	Time In	Break (min)	Time Out	Duration	Unit	Activity	Competency	Attendance Status	Comment	Timesheet Status	Actions
Tue - 7/25/2023	8:00 AM	0	4:00 PM	8.00	Hours			On-site		Approved ✓	
Mon - 7/24/2023	9:00 AM	0	3:00 PM	6.00	Hours			On-site		Submitted >	

Page size: 25

Totals

Expected	Approved	Remaining	Total Submitted	Requires Resubmission	Awaiting Approval
360.00 Hours	8.00 Hours	352.00 Hours	14.00 Hours	0.00 Hours	6.00 Hours

Activity Breakdown

Here you can see time submitted and those approved by your field instructor

When you click +Add new timesheet a new row will appear on the timesheet – You should edit the date and add your time in and out for that day. The hours will calculate automatically. Please round up to 30 minutes. Make sure you SAVE after you fill in the time.

+ Add new timesheet **Save** Cancel

Date	Time In	Break (min)	Time Out	Duration	Unit	Activity	Competency	Attendance Status	Comment	Timesheet Status	Actions
7/31/2023		0			Hours			On-site			
Tue - 7/25/2023	8:00 AM	0	4:00 PM	8.00	Hours			On-site		Approved ✓	
Mon - 7/24/2023	9:00 AM	0	3:00 PM	6.00	Hours			On-site		Submitted >	

You can continue to add timesheet rows until your hours are fully updated. Make sure you let your Field Instructor know you have hours ready for approval!