From your home page, navigate to Placements.



Find your current session and placement and click Timesheets.

ABC Test	8/1/2023 - 5/3	31/2024 (Mon	day, Tuesday, W	ednesday, Thu	ırsday, Friday)								
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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.

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Mon - 7/24/2023	9:00 AM	0	3:00 PM	6.00	Hours			On-site		Submitted >	î		

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!