

Completing a Timelog

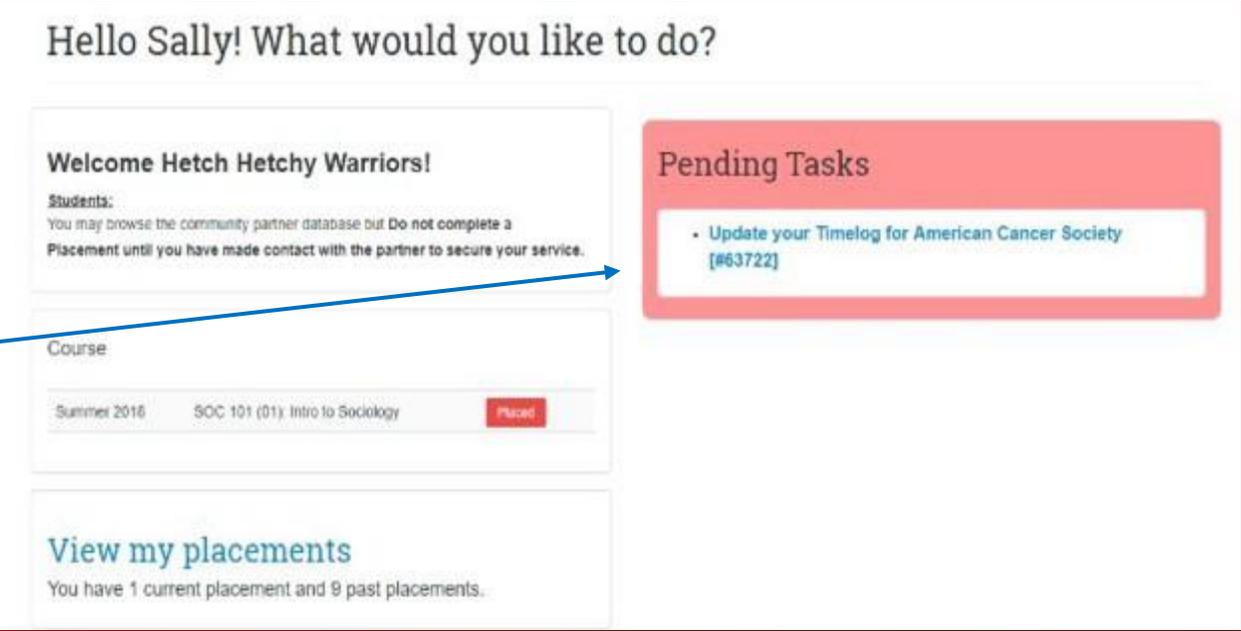
Timelogs are used to document your hours spent in the community. Once you have submitted your hours, your instructor can be notified and can provide approval of your hours.

[Reporting Hours](#): to report your hours, follow the steps below.

Step 1: You need to have already created a placement, so if you haven't you must do that first.

Log on to your S4 dashboard. A "Pending Tasks" notification should appear on your home screen asking you to update your Timelog.

Click on the link.



The screenshot shows a student dashboard with the following elements:

- Greeting: "Hello Sally! What would you like to do?"
- Section: "Welcome Hetch Hetchy Warriors!"
 - Students: "You may browse the community partner database but Do not complete a Placement until you have made contact with the partner to secure your service."
- Section: "Course"
 - Table with columns: Term, Course Name, Status

Summer 2016	SOC 101 (01): Intro to Sociology	Placed
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- Section: "View my placements"
- Text: "You have 1 current placement and 9 past placements."
- Section: "Pending Tasks" (highlighted in red)
- Task: "Update your Timelog for American Cancer Society [#63722]"

A blue arrow points from the text "Click on the link." to the "Update your Timelog" task in the "Pending Tasks" section.

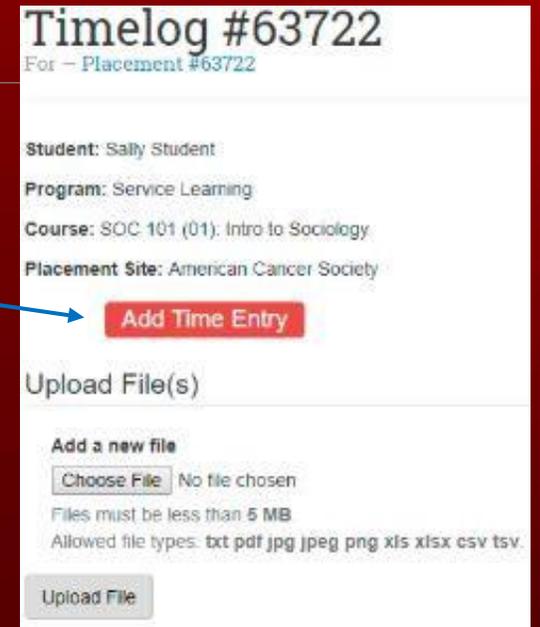
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Step 2: Click “add time entry”

Step 3: Edit the time entries accordingly.

The hours field will be automatically filled based off of the date/time.

Step 4: Complete the required fields (Hours and What did you do?)



Timelog #63722
For – Placement #63722

Student: Sally Student
Program: Service Learning
Course: SOC 101 (01): Intro to Sociology
Placement Site: American Cancer Society

[Add Time Entry](#)

Upload File(s)

Add a new file
[Choose File](#) No file chosen
Files must be less than 5 MB
Allowed file types: txt pdf jpg jpeg png xls xlsx csv tsv

[Upload File](#)



Add Time Entry for Placement #63873

Date/Time Required

Time In

Month	Day	Year
Jul	26	2018
Hour	Minute	
9	07	am

Time Out

Month	Day	Year
Jul	26	2018
Hour	Minute	
11	07	am

Additional Information

Hours Required

The final hours will be rounded to the nearest hour.

2:00

What did you do during these hours? Required

Please provide additional details about this experience.

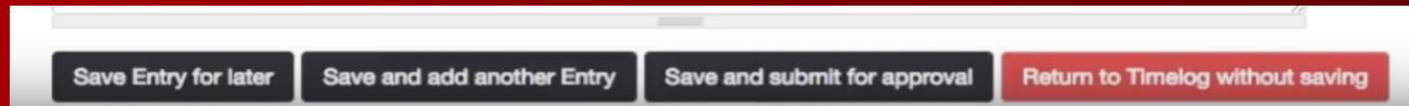
[Admin](#)

Reflections/Observations

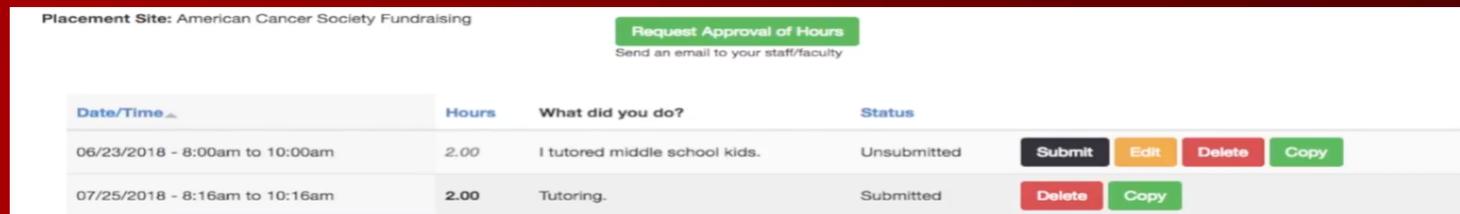
Please share any reflections/observations from this experience.

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Step 5: Choose the action you want to complete on the 'time entry page'. You can **Save Entry for later** if you are not yet ready to submit or wish to make edits to your log entry, **Save and add another entry** to submit multiple dates and times, **Return without saving anything**.



Save and submit for approval will save your entry on page two 'timelog page' but will not send it to your instructor.



Placement Site: American Cancer Society Fundraising

[Request Approval of Hours](#)
Send an email to your staff/faculty

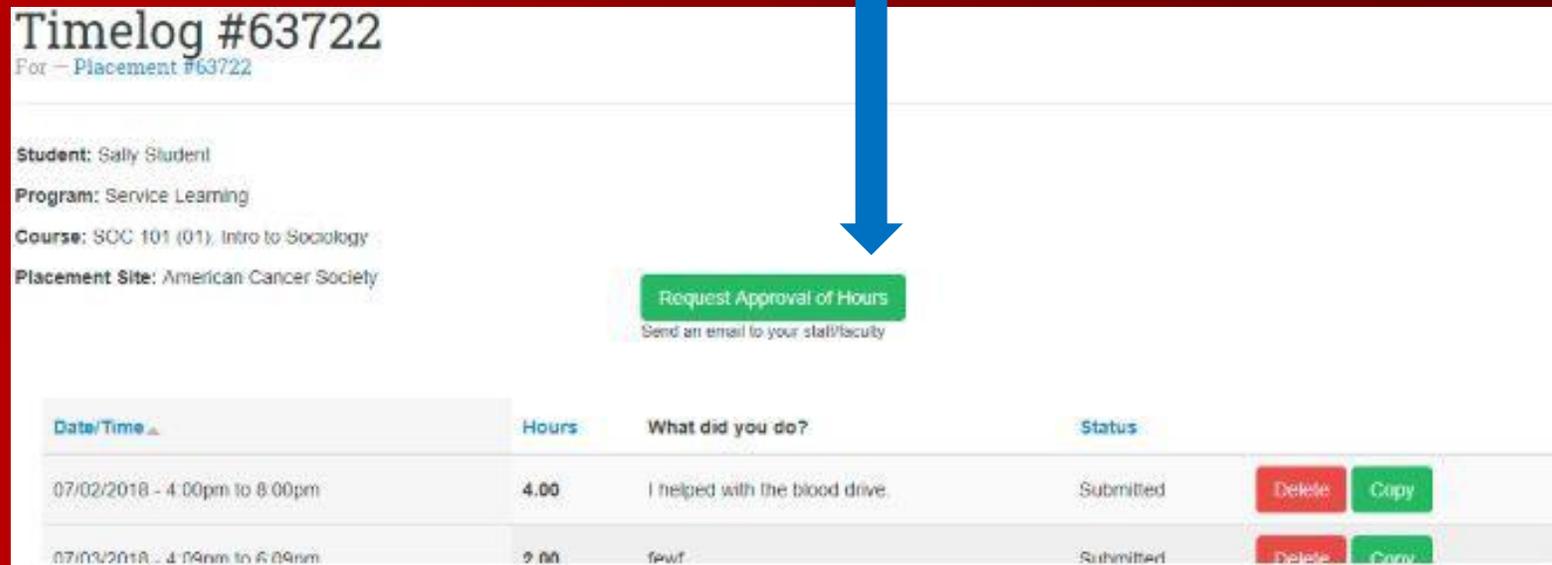
Date/Time	Hours	What did you do?	Status	
06/23/2018 - 8:00am to 10:00am	2.00	I tutored middle school kids.	Unsubmitted	Submit Edit Delete Copy
07/25/2018 - 8:16am to 10:16am	2.00	Tutoring.	Submitted	Delete Copy

Step 6: Once you choose an action, you will be redirected to the home screen.

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[Requesting Approval](#): follow the steps below.

Step 7: Once you have submitted hours, you can send a request to have them approved by your instructor or site supervisor. From the timelog home screen, click on the **Request Approval of Hours** button.



The screenshot displays the 'Timelog #63722' interface for Placement #63722. It includes fields for Student (Sally Student), Program (Service Learning), Course (SOC 101 (01): Intro to Sociology), and Placement Site (American Cancer Society). A green button labeled 'Request Approval of Hours' with the subtext 'Send an email to your staff/faculty' is highlighted by a blue arrow. Below this is a table of submitted hours.

Date/Time	Hours	What did you do?	Status	
07/02/2018 - 4:00pm to 8:00pm	4.00	I helped with the blood drive.	Submitted	Delete Copy
07/03/2018 - 4:09am to 6:09am	2.00	fewf	Submitted	Delete Copy

