

Completing a Timelog

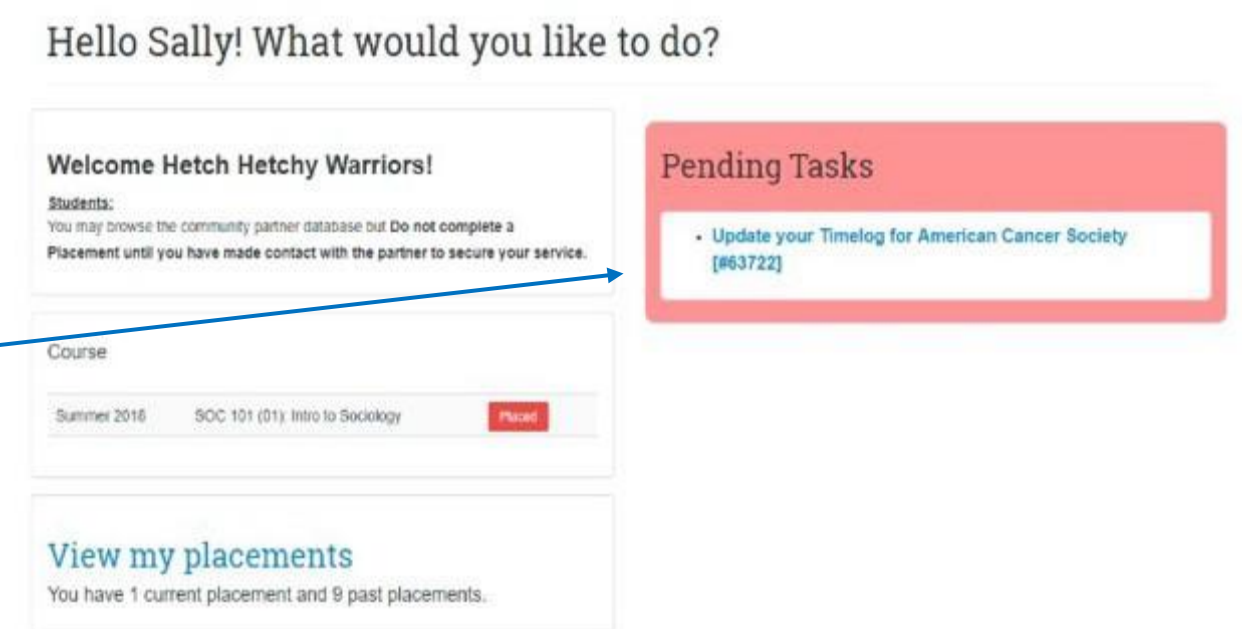
Timelogs are used to document your hours spent in the community. Once you have submitted your hours, your instructor can be notified and can provide approval of your hours.

[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.

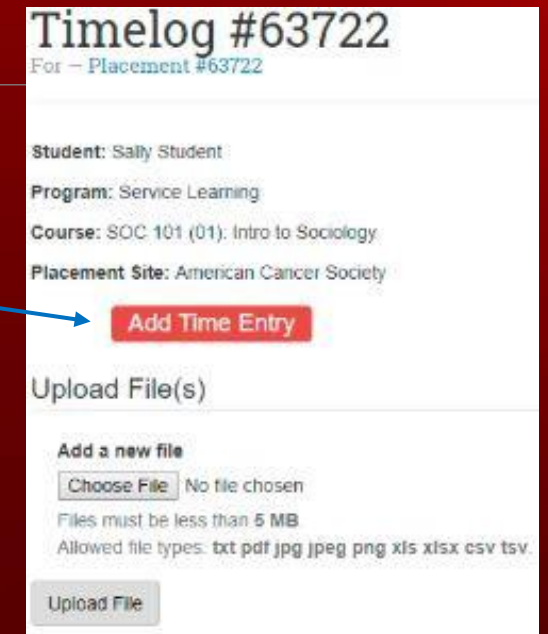
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Step 2: Click “add time entry”

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
 No file chosen
Files must be less than 5 MB
Allowed file types: txt pdf jpg jpeg png xls xlsx csv tsv



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

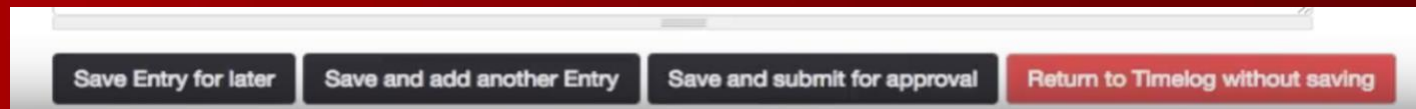
What did you do during these hours? **Required**
Please provide additional details about this experience.

Reflections/Observations
Please share any reflections/observations from this experience.

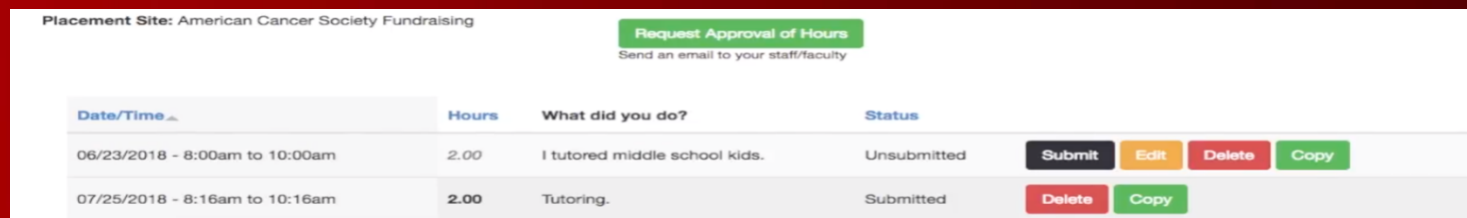
[Admin](#)

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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

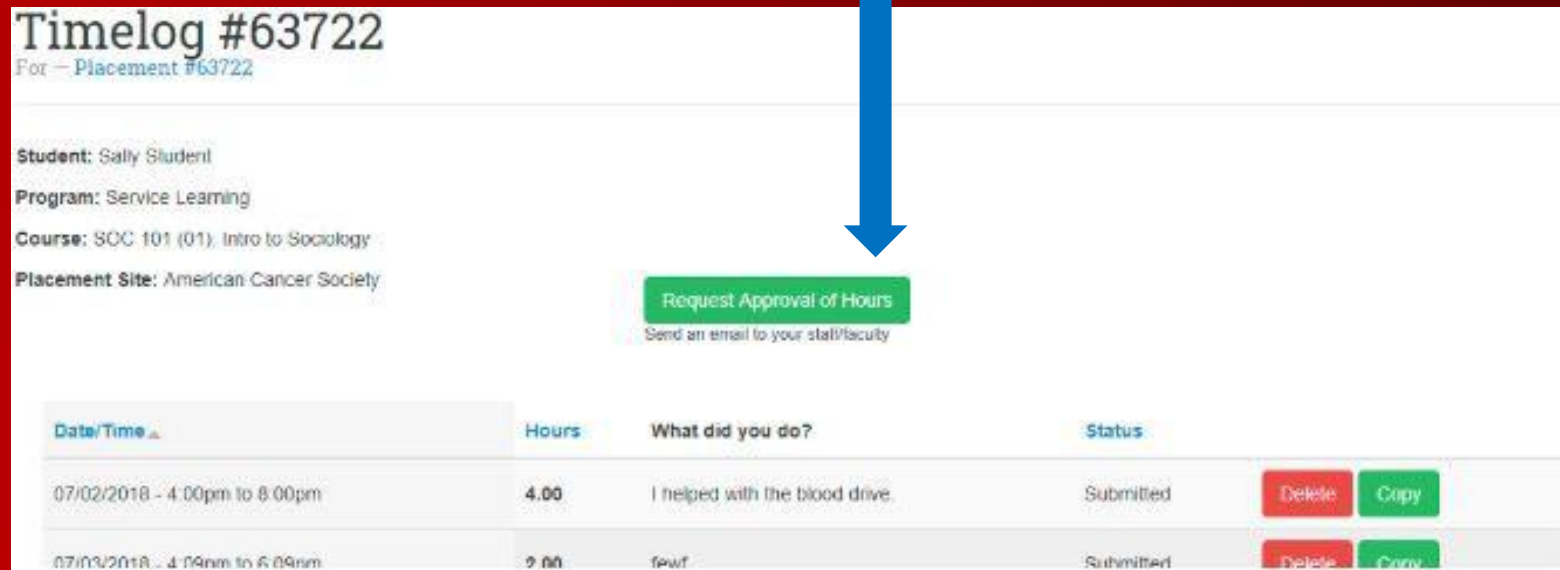
Date/Time	Hours	What did you do?	Status	
06/23/2018 - 8:00am to 10:00am	2.00	I tutored middle school kids.	Unsubmitted	Submit Edit Delete Copy
07/25/2018 - 8:16am to 10:16am	2.00	Tutoring.	Submitted	Delete Copy

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.



Timelog #63722
For - Placement #63722

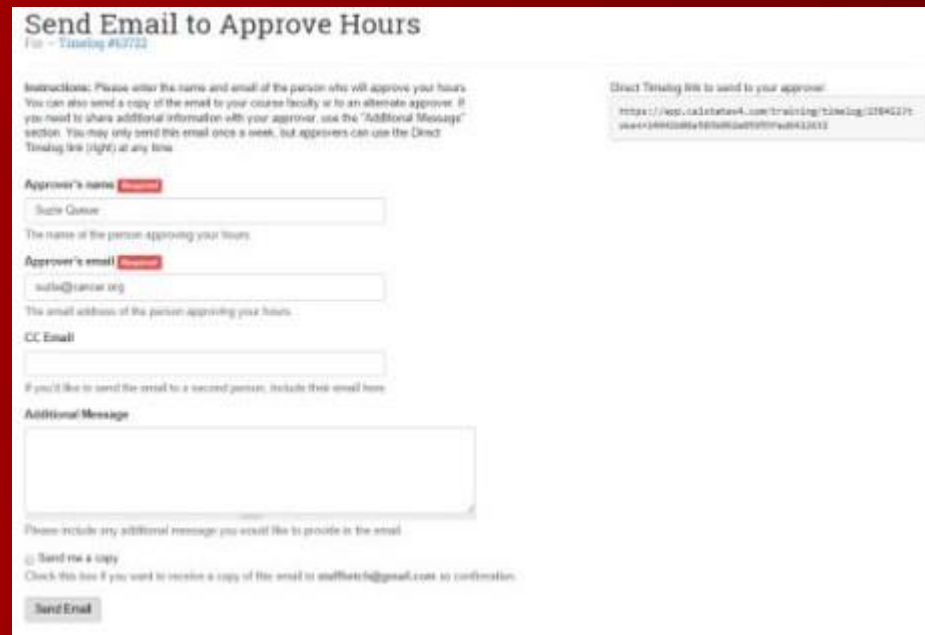
Student: Sally Student
Program: Service Learning
Course: SOC 101 (01): Intro to Sociology
Placement Site: American Cancer Society

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

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

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Step 8: Enter the required information. The name and email field will be auto-filled based on your instructor name during placement. You can add an additional message to be included in the email notification. Review the information, then click “send email” when you are ready to submit.



Send Email to Approve Hours
For - Timelog #63722

Instructions: Please enter the name and email of the person who will approve your hours. You can also send a copy of the email to your course faculty or to an alternate approver. If you need to share additional information with your approver, use the "Additional Message" section. You may only send this email once a week, but approvers can use the Direct Timelog link (right) at any time.

Direct Timelog link to send to your approver:
<https://wop.ca2statew4.com/training/timelog/11846217-2ee4248428646163460a00000000000412432>

Approver's name
Suzie Gomez

The name of the person approving your hours.

Approver's email
suzie@carow.org

The email address of the person approving your hours.

CC Email:

If you'd like to send the email to a second person, include their email here.

Additional Message

Please include any additional message you would like to provide in the email.

Send me a copy
Check this box if you want to receive a copy of the email to staffhelp@gnaf.com in confirmation.

Send Email

Step 9: Once the hours have been approved, it will be indicated on your timelog.