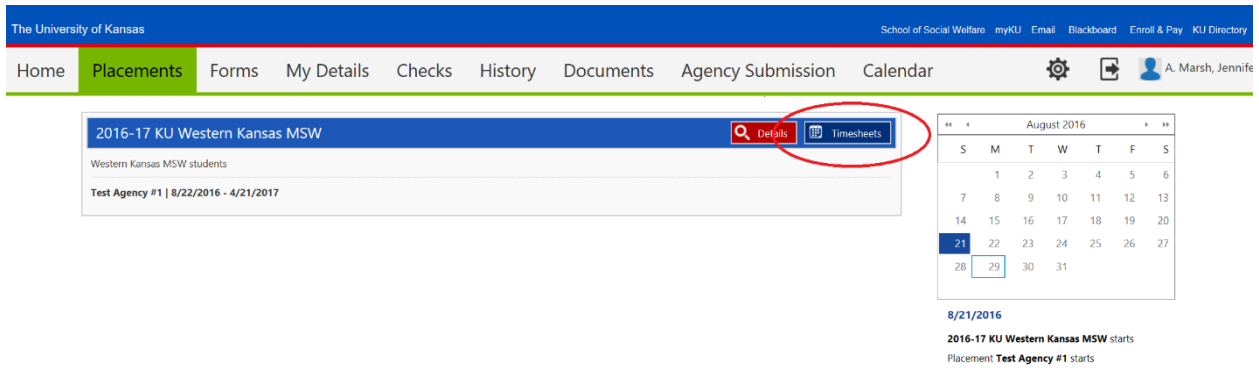


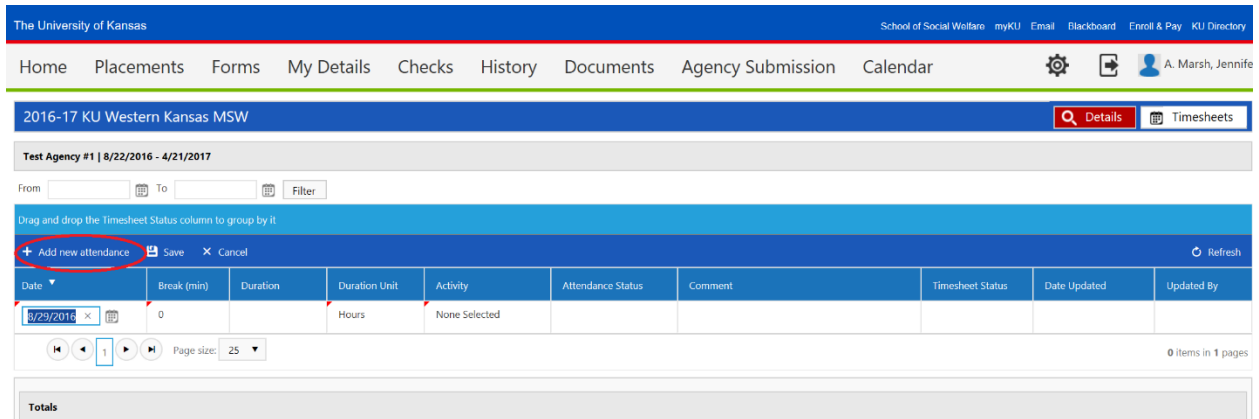
Completing Timesheets

Timesheets should be completed throughout the semester. Field Instructors will approve your timesheets and Liaisons will review them as well. One-half of your hours are due by the end of Fall semester.

1. Click on the “Placements” tab, then click on the “Timesheets” button:



2. Click on “Add new attendance”:



3. Enter Date/Duration (No. of Hours)/Duration Unit (Hours):

The screenshot shows the University of Kansas timesheet interface. The header includes the university name and navigation links. The main content area displays a timesheet for 'Test Agency #1 | 8/22/2016 - 4/21/2017'. A table with columns for Date, Break (min), Duration, Duration Unit, Activity, Attendance Status, Comment, Timesheet Status, Date Updated, and Updated By is shown. The first row contains the date 8/29/2016, a break of 0 minutes, a duration of 8.00 hours, and the activity 'Practicum'. The 'Date' and 'Activity' fields are circled in red.

4. Enter “Activity”, using the drop down boxes:

- For Supervision meeting time, select “Supervision Meeting”- your level will be in parentheses (BSW, MSW Foundation, etc). Please note, supervision meeting hours still count as part of your overall practicum hours)
- For all other practicum time, select “Practicum”- your level will be in parentheses (BSW, MSW Foundation, etc).

A close-up of the 'Activity' dropdown menu. The menu is open, showing options: 'None Selected', 'Practicum (MSW Foundation)', and 'Supervision meeting (MSW Foundation)'. The last two options are circled in red.

***Please note, do not double count your supervision meeting time by counting it in your regular practicum hours.

5. Once you have updated your time, click the “Save” button:

A close-up of the 'Save' button in the timesheet interface. The button is highlighted with a red circle.

6. Just below your timesheet, you will see the “Totals” columns, where you can track how many hours have been approved by the field instructor, how many are remaining, the total you’ve submitted, and the total awaiting approval:

Totals

Expected	Approved	Remaining	Total Submitted	Requires Resubmission	Awaiting Approval
480.00 Hours	0.00 Hours	480.00 Hours	13.00 Hours	0.00 Hours	13.00 Hours