

Approving Timesheets

How to see the full timesheet of an individual student:

Log in to Sonia Online.

Click the Students tab and then the View button on the row of the student whose timesheet you want to view.

Home **Students** Placements Offers Forms My Details Documents Site Details History Amanda (Amanda) Monet

Students Timesheets

Current Students

Hide placements before 8/31/2018 Show Students

SupervisorAssignmentSheet View Send Email Save Layout Clear Layout

First Name	Last Name	Cell phone	Site	Date	School	Shift	Area	Program	Supervisors	Field Instructors	Positions
Alexandra	Barrow	410-998-0161	Early Childhood Center new	9/5/2018 - 4/26/2019	Social Work		Foundation	BSW	Frank Judson	Akanksha Gogia	View

Page size: 25 1 items in 1 pages

When the student's record opens, click the Timesheet button at the top right.

Home **Students** Placements Offers Forms My Details Documents Site Details Amanda (Amanda) Monet

Alexandra (Alex) Barrow Details Students Timesheets

Level 1 Students

This is for 1st year students...

Area: Foundation
Duration: 150.00 Hours
Year level: 1
Dates: Wednesday, September 5, 2018 - Friday, April 26, 2019

This will display all of the student's hours for this placement.

The actions to be selected on each entry are Approve, Unapprove, Resubmit. Resubmit will allow the student to edit that entry and resubmit.

Home **Students** Placements Offers Forms My Details Documents Site Details Amanda (Amanda) Monet

Alexandra (Alex) Barrow Details Students Timesheets

Early Childhood Center new | 9/5/2018: 4/26/2019

From To Filter

Drag and drop the Timesheet Status column to group by it

Save Cancel

Date	Duration	Unit	Activity	Competency	Attendance Status	Comment	Timesheet Status	Actions	Date Updated	Updated By
Wed - 7/25/2018	6.00	Hours	Observation		Attended		Submitted >	✔ ⚠ ⚡	7/25/2018 3:45 PM	1607845
Mon - 7/16/2018	5.00	Hours	Observation		Attended		Submitted >	✔ ⚠ ⚡	7/17/2018 2:57 PM	1607845
Tue - 5/8/2018	4.00	Hours	Observation		Attended		Approved ✔		5/25/2018 11:48 AM	amonet
Tue - 5/8/2018	1.00	Hours			Attended	Seminar hosted by Field Education Office	Approved ✔		5/25/2018 11:41 AM	amonet
Tue - 5/1/2018	1.00	Hours			Attended	seminar	Submitted >	✔ ⚠ ⚡	5/25/2018 11:42 AM	abigails

How to bulk approve timesheet entries:

Note that once the timesheets are approved, they come off this bulk approval page because they no longer need to be actioned.

To access the bulk approval, the mentor clicks the Timesheet button on their Students page, just under their name.

Home Students Placements Offers Forms My Details

Students Timesheets

Current Students

Hide placements before 1/8/2019 Show Students

Supervisor Assignment Sheet View

Send Email

Save Layout Clear Layout

	First Name	Last Name	Site	Date	School	Shift	Area	Program	Field Faculty	Site Supervisors	Positions
<input type="checkbox"/>	Alan	Duffy	JH -COMMUNITY SUPPORT SERVICES	12/8/2020	JH -COMMUNITY SUPPORT SERVICES	Hours	Observation	Attended	Observed my mentor in her daily tasks.		Submitted

They can either respond to individual entries (pink below), or they can select individual (or all) rows and click the bulk approval at the bottom right (green below).

Action Timesheets

Student Id	First Name	Last Name	Site	Date	Time	Duration	Duration Unit	Activity	Sub activity	Attendance Status	Comment	PIP	Timesheet Status
1606737	Alan	Duffy	JH -COMMUNITY SUPPORT SERVICES	12/8/2020	18:35:00 - 20:15:00	24.00	Hours	Observation		Attended	Observed my mentor in her daily tasks.		Submitted
1606737	Alan	Duffy	JH -COMMUNITY SUPPORT SERVICES	8/7/2020	08:00:00 - 12:00:00	4.00	Hours	Observation		Attended	Observed my mentor in her daily tasks.		Submitted

Approve Unapprove Resubmit