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.

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

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.

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.