

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.

The screenshot shows the Sonia Online interface. The navigation bar includes 'Home', 'Students', 'Placements', 'Offers', 'Forms', 'My Details', 'Documents', 'Site Details', and 'History'. The 'Students' tab is highlighted with a red circle '1'. Below the navigation bar, there is a search bar with 'Students' and a 'Timesheets' button. The main content area is titled 'Current Students' and includes a 'SupervisorAssignmentSheet' dropdown and a 'View' button. A table lists student records. The first row is for 'Alexandra Barrow' with a 'View' button in the 'Positions' column, highlighted with a red circle '2'. The table columns are: First Name, Last Name, Cell phone, Site, Date, School, Shift, Area, Program, Supervisors, Field Instructors, and Positions. The footer shows 'Page size: 25' and '1 Items in 1 pages'.

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

The screenshot shows the student record for 'Alexandra (Alex) Barrow'. The navigation bar includes 'Home', 'Students', 'Placements', 'Offers', 'Forms', 'My Details', 'Documents', and 'Site Details'. The 'Students' tab is highlighted. Below the navigation bar, there is a search bar with 'Details', 'Students', and 'Timesheets'. The 'Timesheets' button is highlighted with a red arrow. The main content area is titled 'Level 1 Students' and includes a 'This is for 1st year students...' message. The record details include: Area: Foundation, Duration: 150.00 Hours, Year level: 1, and 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	Update
Wed - 7/25/2018	6.00	Hours	Observation		Attended		Submitted >	✔ ⚠ C	7/25/2018 3:45 PM	1607845
Mon - 7/16/2018	5.00	Hours	Observation		Attended		Submitted >	✔ ⚠ C	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 >	✔ ⚠ C	5/25/2018 11:42 AM	abigail

Page size: 25 5 items in

Expected	Approved	Remaining	Total Submitted	Requires Resubmission	Awaiting Approval
150.00 Hours	5.00 Hours	145.00 Hours	17.00 Hours	0.00 Hours	12.00 Hours

Activity	Duration
Observation	15.00 Hours

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 Amanda (Amanda) Monet

Students Timesheets

Current Students Supervisor Assignment Sheet View Send Email

Hide placements before: 1/8/2019 Show Students Save Layout Clear Layout

First Name	Last Name	Site	Date	School	Shift	Area	Program	Field Faculty	Site Supervisors	Positions
Fi	Last	Site	Schc	SI	Area	Prog				View