



# TIMECARD INSTRUCTIONS



## Timecards Instructions

Timecards provide a legal record of the number of hours students are working. They are also a valuable tool for regular communication between students, supervisors, and Relationship Managers. Your student will document daily accomplishments, ongoing projects, and noteworthy interactions, as well as the amount of time they work. As the supervisor, you will assess their overall daily performance, opt to share feedback with your student, and request a follow-up from your Relationship Manager if necessary.

Instructions on completing a timecard:

1. Student completes and submits their timecard
  - a. Note – most students complete at the end of the workday, however not all will complete the same day
  - b. After 48 hours system will send any unsubmitted timecard to the supervisor for completion
2. The supervisor receives an email asking you to provide a rating for the student and additional feedback on the student's performance.
  - a. Email will be called "Feedback on [Student] for [mm/dd/yyyy]."
3. Select a rating of your student
4. Review your student's response – a new window opens with more options
  - a. Adjust time/hours worked
  - b. Give work performance feedback
  - c. Share your feedback with the student
  - d. Request follow-up from your Relationship Manager
5. Press submit and you will receive a confirmation screen

See a video here: <https://www.loom.com/share/47e6470335e84116a37c8c69d275f392?resume-anon-signup=true>