



CRISTO REY ORLANDO HIGH SCHOOL CORPORATE WORK STUDY PROGRAM

Completing Timecards – Instructions for Supervisors

Timecards track student work and support communication between students, supervisors, and Relationship Managers. Students log their daily tasks and hours, while supervisors review, rate performance, and provide feedback or request follow-up if needed.

Step-by-Step: How to Complete a Timecard

1. Student Submission

- Students are expected to fill out and submit their timecard after each workday.
- If the student does not submit their timecard within 48 hours, the system will automatically forward it to you (the supervisor) for completion.

2. Supervisor Notification

- You will receive an email titled: "Feedback on [Student Name] for [MM/DD/YYYY]"
- This email includes a link to review and rate the student's timecard.

3. Review and Rate

- Click the link in the email to open the timecard.
- You will be prompted to:
 - Select a performance rating for your student
 - Review the student's entry for the day

4. Provide Feedback (Optional but Encouraged)

- You may also:
 - Adjust the time/hours worked if needed
 - Add written feedback on the student's work
 - Choose to share your feedback directly with the student
 - Request a follow-up from the student's CWSP Relationship Manager if you have any concerns or suggestions

5. Submit

- After completing your review, click "Submit".
- You will see a confirmation screen once your feedback has been recorded.