

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.

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SupervisorAssignmentSheet View

Hide placements before 8/31/2018 Show Students

Save Layout Clear Layout

	First Name	Last Name	Cell phone	Site	Date	School	Shift	Area	Program	Supervisors	Field Instructors	Positions	
	First N	Last N	Cell phone	Site		School	Shift	Area	Program				
<input type="checkbox"/>	Alexandra	Barrow	410-998-0161	Early Childhood Center new	9/5/2018 - 4/26/2019	Social Work		Foundation	BSW	<input type="checkbox"/> Frank Judson	<input type="checkbox"/> 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

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.

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Current Students

Supervisor Assignment Sheet

View

Hide placements before
1/8/2019

Show Students

Send Email

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				
<input type="checkbox"/>	Ryan	McCrone	Refugee/Displacement	8/1/2018 - 8/1/2019	Refugee Institute		WASH DC	Master of Social Work	<input type="checkbox"/> Thesis	<input type="checkbox"/> Supervisors		View