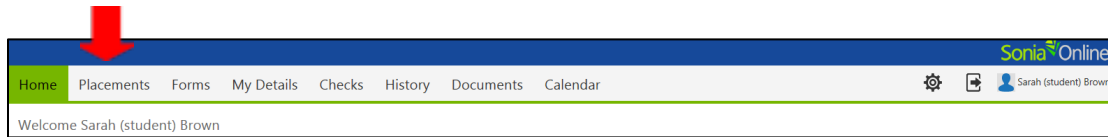


How to log hours via the Time sheet function on Sonia

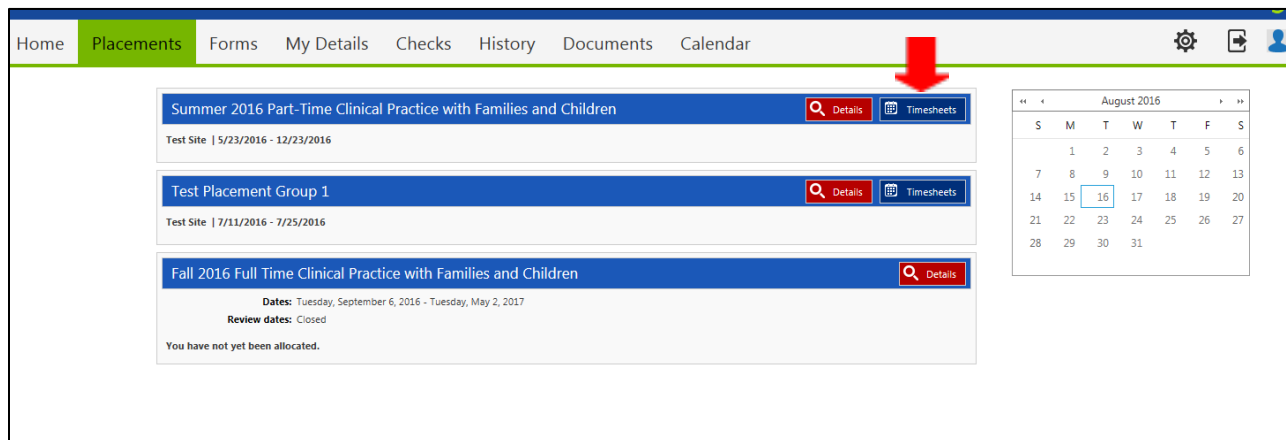
Step 1: Log into Sonia:

- Go to Sonia Online: <https://sonia.bu.edu/SoniaOnline/>
- Click “BU Wheelock”
- Log in using your BU credentials

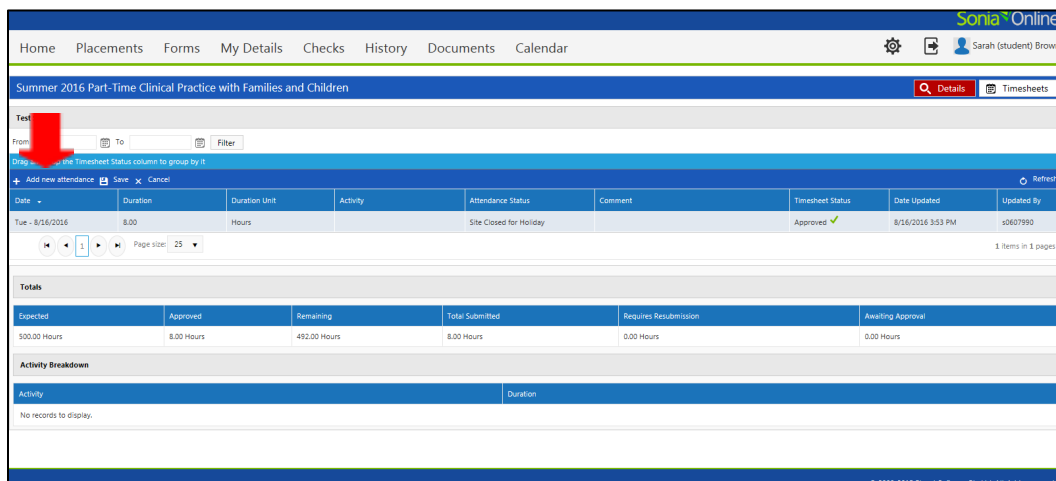
Step 2: Navigate to the Placement tab and click it.



Step 3: You will see your placement group and to the right will be Details and Timesheets. Click Timesheets.



Step 4: Click the + sign next to “Add new attendance.”



Step 5: Input the Date, Duration, and Attendance Status as well as any comments.

The screenshot shows the 'Summer 2016 Part-Time Clinical Practice with Families and Children' page. The 'Test Site' section has a table with the following data:

Date	Duration	Duration Unit	Activity	Attendance Status	Comment	Timesheet Status	Date Updated	Updated By
8/16/2016		Hours	None Selected	Site Closed for Holiday				
Tue - 8/16/2016	8.00	Hours		Site Closed for Holiday		Approved ✓	8/16/2016 3:53 PM	s0607990

Below the table is a 'Totals' section:

Expected	Approved	Remaining	Total Submitted	Requires Resubmission	Awaiting Approval
500.00 Hours	8.00 Hours	492.00 Hours	8.00 Hours	0.00 Hours	0.00 Hours

At the bottom, there is an 'Activity Breakdown' section with the text 'No records to display.'

Step 6: Click the Save button.

The screenshot shows the same interface as Step 5, but with a red arrow pointing to the 'Save' button in the top left of the table area. The table data is updated:

Date	Duration	Duration Unit	Activity	Attendance Status	Comment	Timesheet Status	Date Updated	Updated By
8/16/2016	1.00	Hours	None Selected	On Site				
Tue - 8/16/2016	8.00	Hours		Site Closed for Holiday		Approved ✓	8/16/2016 3:53 PM	s0607990

The 'Totals' and 'Activity Breakdown' sections remain the same as in Step 5.