This article provides a comprehensive guide for students on managing their clinical placement timesheets, including accessing the timesheet section, logging time entries, submitting entries for approval, editing or deleting entries, and generating timesheet reports.

- Adding Timesheet via the Coursework section
- Adding Timesheet via My Placements
- Timesheet Report

Your school may require you to complete a timesheet where you document the time you spend in your clinical placement.

Video Tutorial

1. Navigate to the coursework section by,

Click on the Coursework Section from the Old Student Dashboard.

Explore the new student homepage experience. Switch to New Explore the new student homepage experience. Switch to New Explore the new student homepage experience. Switch to New Explore the new student homepage experience. Switch to New Explore the new student homepage experience. Switch to New Explore the new student homepage experience. Switch to New Explore the new student homepage experience. Switch to New Explore the new student homepage experience. Switch to New Explore the new student homepage experience. Switch to New Explore the new student homepage experience. Switch to New Explore the new student homepage experience. Switch to New Explore the new student homepage experience. Switch to New Explore the new student homepage experience. Switch to New Explore the new student homepage experience. Switch to New Explore the new student homepage experience. Switch to New Explore the new student homepage experience. Switch to New Explore the new student homepage experience. Switch to New Explore the new student homepage experience. Switch to New	Dashboard	🗱 🕜 🖳 Chat 📢 🚷 Ask Leo 🔽 Donte(Grad)* Barrett Exxat Sales (N	irsing)						
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OR

Click on the Left Hand Hamburger Menu and select the Coursework Option.



OR

Click on the View all Coursework Option from the New Student Dashboard

\equiv Dashboard		🗱 🕐 🖵 Chat 📢	Ask Leo Donte(Grad)* Barrett Exxat Sales (Nursing)
Good Afternoon, Don 👏 Nov 4, 2024			New Dashboard Exxat PRISM
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Job Fair Didactic Course*	School Resources	nical Locations	

2. Select the placement you would like to fill timesheets for by clicking View Details.

COURSE DETAILS	PLACEMENT DETAILS	LOCATION AND SETTING DETAILS	ACTION
DPT 900 - Clinical Practice III* Current	Rotation 3 Feb 1, 2023 - May 1, 2023	Advent Proffesionals - Kingston County	View Details
DPT 800 - Clinical Practice I* Completed	Clinical Practice I Nov 5, 2018 - Mar 1, 2022	Crestview Orthopedics Outpatient	View Details

3. Scroll down to the Timesheet section. The system will show you a tally of the total time entered, any in progress work, those that are pending review, not approved, and approved.

Timesheet				\rightarrow
56 Hrs	6 Hrs	39 Hrs	0 Mins	11 Hrs
Total	In Progress	Pending Review	Not Approved	Approved

- 4. If you are unable to find the timesheet option, and learning activities, or placement details such as location and address, it likely means that your school has not yet published these placements for you. You can reach out to your school for the same.
- 5. To log more time, click on the arrow icon.

Timesheet				\rightarrow
36 Hrs	11 Hrs	25 Hrs	0 Mins	0 Mins
Total	In Progress	Pending Review	Not Approved	Approved

6. This will take to you to time entry grid, where you can review all time entered. Click on +Add

ime Entry.									
\equiv Timesheet			🖽 🕐 Gwendolyn Barton	ExxatCSRT5 (PT)					
← Clinical Practice III									
CareNow Acute Care	CareNow • Acute Care From To Status								
Clinical Practice III Feb 1, 2023 - Mar 12, 2023				ວ 🛅 ວ	•				
Total 12 Hrs 58 Mins In Progress 12 Hrs 58 Mins	Total 12 Hrs 58 Mins In Progress 12 Hrs 58 Mins Pending Review 0 Mins Not Approved 0 Mins Approved 0 Mins								
ACTION STATUS DATE	CLINICAL START TIME	END TIME BREAK TIME	DURATION STUDENT'S NOTES	REVIEWER'S COM	MENTS				
	Morriso								

7. A drawer will open. Fill in the date, instructor information, time in, time out, and any notes you have about the time you need to log. If you need to add multiple time logs, click on add more. After filling in the details, click on save.

× Add Time Entry						
(All times in Eastern Standard Time	e (EST)					Save
						^
Date *	Start Time *		End Time *		Break Time (Mins)	Duration (HH:MM) *
Select Date	HH $\stackrel{*}{_{\!$	CO	HH $\stackrel{*}{_{\!$	0		HH:MM
Clinical Instructor*	Student	Notes				
	•					
					h	

8. This will take you back to the grid. You will see a new line item for the time entry you just created with a status "In Progress".

Tot	al 12 Hrs 58 M	lins In Progress	12 Hrs 58 Mins	Pending Review	0 Mins Not Ap	oproved 0 Mins	Approved	0 Mins		+ Add Time Entry Submit
	ACTION	STATUS	DATE	CLINICAL INSTRUCTOR	START TIME	END TIME	BREAK TIME	DURATION	STUDENT'S NOTES	REVIEWER'S COMMENTS
	Ø 💼	In Progress	Feb 7, 2023	Smith, Jenny	1:00 PM	5:00 PM	-	4 Hrs	-	-
	0 🛍	In Progress	Feb 7, 2023	Smith, Jenny	8:00 AM	12:00 PM	-	4 Hrs	-	-
	0 🛍	In Progress	Feb 1, 2023	Smith, Jenny	5:00 AM	9:00 AM	-	4 Hrs	-	-
	Ø 💼	In Progress	Feb 1, 2023	Smith, Jenny	1:01 AM	1:59 AM	-	58 Mins	•	-

9. From the grid, you can select a saved entry and submit it for approval by checking the box to the left of the saved entry and then clicking the submit button on right top corner of the grid.

Т	otal 8 Hrs	In Progress 01	Mins Pending	Review 0 Mins Not	Approved 0 Mi	ns Approved	8 Hrs			+ Add Time Entry Submit
	ACTION	STATUS	DATE	CLINICAL INSTRUCTOR	START TIME	END TIME	BREAK TIME	DURATION	STUDENT'S NOTES	REVIEWER'S COMMENTS
		Approved	Mar 25, 2022	Mudaliar, Priyanka	8:00 AM	5:00 PM	60 Mins	8 Hrs	-	Test timesheet

10. If you need to edit a saved time entry on the grid, click on the pencil icon under actions column. This will open a window where you can edit your time entry and then save your changes. Be sure to submit it when you are ready.

ACTION	STATUS	DATE	CLINICAL INSTRUCTOR	START TIME	END TIME	BREAK TIME	DURATION
0 🖻	In Progress	Feb 7, 2023	Smith, Jenny	1:00 PM	5:00 PM	-	4 Hrs
0 🖻	In Progress	In Progress Feb 7, 2023 Smith, Jenny 8:00 AM 12:00 PM		12:00 PM	-	4 Hrs	
0 🛍	In Progress	Feb 1, 2023	Smith, Jenny	5:00 AM	9:00 AM	-	4 Hrs
0 🖻	In Progress	Feb 1, 2023	Smith, Jenny	1:01 AM	1:59 AM	-	58 Mins

11. Once the entry has been submitted, the person who reviews your timesheet will mark them as approved or disapproved. Be sure to check this grid again for the status of your submitted timesheets. Once a timesheet entry is approved, you do not need to take further action on the entry. If your timesheet entry is disapproved, please follow the previous steps to edit the entry.

Important Note:-

• Timesheet entries can only be edited or deleted if it is "In Progress" or "Pending Review" status. "Approved" timesheet entries cannot be deleted the person who reviews your timesheet.

Adding Timesheets from the New Student Dashboard:

We offer a quick and easy way to add timesheets directly from your dashboard. To do so:

1. Navigate to the 'My Placements' section of your dashboard.



2. Select the placement for which you would like to add the timesheet entry to using the placement timeline.

Dashboard		🚟 🕜 🖵 Chat 🖪 🚫 A	Ask Leo Donte(Grad)* Barrett Exxat Sales (Nursing)		
Good Afternoon, Don 👋 Nov 12, 2024			New Dashboard		
Edit Profile	Hy Placements 10	Today () () () NUR Demo 139 () NUR Demo 211	Compliance Signature 3/9 Requirements Completed Signature Signatu		
donte.barrett@example.com (310) 984-1299 Complete Profile Attestations • 02 Pending My Experiential Progress Completed Placements: 02	NUR Demo 113 - Grad Course 3 (FNP log, All forms, Timesheet)*	Current 👩 Not Compliant	*= Pre-placement Tasks 20 View All Wishlist open for 101 - Demo Course Mock Rotation-3 (10/10/2023 - 01/15/2025) Submit Preferences		
EO 157h 22m 20 Total Approved hours Total Approved logs		 Patient Log 11 04 01 Approved Need Attention Add Patient Log 	Due on 02/01/2025 Wishlist open for 101 - Demo Course Mock Rotation - 1 (07/19/2022 - 09/17/2026) Submit Preferences Due on 02/02/2025		
Image: style="text-align: center;">Yiew All Dont forget your compliance Grad Curriculum Mapping Course* Don't forget to check your compliance documents		EO Timesheets 131h 20m 34h 32m 21h 0m Total hours Approved Not Approved	Dupe on w//ag/au/3		

3. Scroll down to the timesheets section. In this section you can view the total number of hours submitted, the number of approved hours, and the number of not approved hours in this course.



4. Click on the calendar icon to view the dates for which timesheets have been submitted.

					Timeshe	ets					(×
Dashboard Good Morning, Don . Nov 25, 2024		🏭 🕜 🖓 Chat 📢 🔇	Ask Leo Donte(Grad)* Barrett Exoat Sales (Nurs New Dashboard C Exxat	ing) ~	100h 30n Total log	n s	45h 4 Appro	5m oved	1 N	8h 40m Jeeds Atter	ntion
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Advanced Practice/DNP* ID: 788395 Barrett, Donte(Grad)* (Don) Exat Sales donte.barrett@example.com (310) 984-1299	NUR Damo 110 - Pro-DNP Clinical		33% 3) > reduiterieris compretes 3 document(s) ned attention △		1	2	3	4	5	6	7
My Experiential Progress Completed Placements: 02	horround 113 - He'sh' Cinitat hours (Timesheets)* ⊟ 01/01/2023 - 12/31/2025 Placement ID: PM00001503 ◎ Bedlam Hospital Acute Care	C: Current S Not Compliant	View All Wishlist open for 101 - Demo Course Mock Rotation-3 (10/10/2023 - 01/15/2025) Submit Preferences	L	8	9	10	11	12	13	14
Total Approved hours Total Approved logs	:0 1	ïmesheets	Due on 02/01/2025		15	16	17	18	19	20	21
View Learning Activities	100h 3 Total h	Om 45h 45m 18h 40m Nor Approved Not Approved Add Time Entry	Wishlist open for 101 - Demo Course Mock Rotation - 1 (07/19/2022 - 09/17/2026) Submit Preferences		22	23	24	25	26	27	28
Dont forget your compliance Grad Curriculum Mapping Course* Don't forget to check your compliance documents	My Coursework 8				29	30	31	1	2	3	4
11/01/2024	Manu All Coursequerk	Circle Ma									

5. Click on the Add Time Entry Button to add a timesheet to this course.



6. A window will open for you to fill in the details of the timesheet. Once you have filled all the necessary information, be sure to save the timesheet or send it for review.

imes Add Time Entry								
() All times in Eastern Time (ET)							Save Send for R	eview
11/25/2024								^
Overnight								
Start Date *	Start Time *		End Time *			Break Time (Mins)	Duration (HH:MM)	
11/25/2024	01 🔹 : 00 🛓 🗸	AM v 🕚	ڭ 03 ♣	: 00 🔺 AM 🔻	C ()		02:00	
Preceptor*		Student Notes						
Sherry Alvin	-							
						11		
+ Add More								

Editing and Submission Rules:

- Once a timesheet is submitted, you **cannot edit it**.
- If changes are needed, students must **contact their school** to request an "unsubmit" action.
 - The school can revert the status back to "In Progress" to allow edits
- If students cannot fill in past or future dates, it is due to the school's configuration settings.
 - Students must **request their school to adjust these settings** if they need to log hours outside the allowed date range.

Timesheet Reports

1. Click on Learning Activities from the dashboard

Learning Activities Complete and review learning activities across all courses for clinical education

OR

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Under profile section, Click on "View Learning Activities"

	Edit Profile
Class of 2025* ID: 48928329	
Brown, Janet* (Jane))
Exxat Sales	
janet.brownMPA@example.cor	n (233) 313-1222
Complete Profile Attestation	ons • 01 Pending
My Experiential Progres Completed Placements: 02	S 2
€0 253h 5m	₩ 40
Total Approved hours	Total Approved logs

2. Click on Reports on the top ribbon, Students now have access to two specific reports for Timesheets:

- Hours by Category
- Raw Data Timesheet

Forms/F	Evaluations Pa	atient Log Timesheet Time (Off Reports
Q Se	arch		
6 Result	's Found		
	MODULE	REPORT	DESCRIPTION
☆	Patient Log	Patient Log Aggregate Report	View log data aggregated across different criteria like courses, rotations, sites, locations and settings.
☆	Patient Log	Raw Data	All patient log responses for selected rotation(s).
☆	Patient Log	Statistics	Graphs showing patient encounters that you logged for selected rotation(s).
☆	Timeoff	Raw Data TimeOff	All TimeOff requests for selected rotation(s)
☆	Timesheet	Hours by Category	View the total approved hours along with approved break time and approved time in each category logged by students in selected course(s)
☆	Timesheet	Raw Data Timesheet	All Timesheet requests for selected rotation(s)

a. Click on "**Hours by Category":** View the total approved hours along with approved break time and approved time in each category logged by students in selected course(s). Select the Course offering for which you want to view the report. There are further filter options that a student can apply to view the report for specific rotations, settings and status, once the filters are selected click on generate report to view the details report for timesheet. This report can even be exported.

Forms/Evaluations Paties	nt Log Timesheet Time	Off Reports							
← Hours by Category	(Timesheet)								
Select Course Offerings	Courses Selected (23): Clinical	Practice II (Forms and Evaluation:	s)*, Class of 2022* Clinical Pr	actice III*, Class of 2022* Cli	nical Practice IV*, Class of 2024	Show More			
Rotations	Settings		Status		7				
Clinical Practice III, Clinical F	Practice II*, Cl 👻 Acute C	Care, Child Nutrition, Home Healt	n 👻 In Progress, Pendin	g Review, Not Approv 👻				Ge	nerate Report
*The times reflected in this col	lumn are representative of the filte	er(s) applied							
STUDENT FIRST	STUDENT LAST	COURSE NUMBER	COURSE NAME	CLINICAL EXPERIENCE	SITE	LOCATION	SETTING	CLINICAL INSTRUCTOR FIRST	CLINICAL INSTRUCTO
Kay*	Deitra	DPT 800	Clinical Practice I*	Clinical Practice I	Abundant Health*	AST Dickson Specialty Rehab-Results Physiotherapy	Home Health	-	
Kay*	Deitra	DPT 800	Clinical Practice I*	Clinical Practice I	Abundant Health*	AST Dickson Specialty Rehab-Results Physiotherapy	Home Health		
Kay*	Deitra	DPT 800	Clinical Practice I*	Clinical Exp	Abundant Health*	Abundant - Urgent Care (Geocoding Enabled)*	Home Health		-
Kay*	Deitra	DPT 800	Clinical Practice I*	DPT 850 - Clinical Practice II	Abundant Health*	Abundant Health - Main Hospital (Geocoding Enabled, location evaluations)*	Home Health		
Kay*	Deitra	DPT 800	Clinical Practice I*	Clinical Practice II	Abundant Health*	Abundant Health - Main Hospital (Geocoding Enabled, location evaluations)*	Wellness	-	
Kay*	Deitra	-	Clinical Practice I* Total	-	-	-	-	-	
						Abundant Health - Main			

b. Click on **<u>"Raw Data Timesheet"</u>**: View all timesheet request for selected rotations.

Select the Course offering for which you want to view the report. There are further filter options that a student can apply to view the report for specific rotations, settings and status, once the filters are selected click on generate report to view the details report for timesheet. This report can even be exported.

)					
elect Course Offerings	Courses Selected(24):	Clinical Practice II (Forms an	nd Evaluations)*, Class of 20.	22* Clinical Practice III*, C	lass of 2022* Clinical Pra	ctice I*, Class of 2024 Show	More
filters							
Rotations	Settings	;	Status			5	
Clinical Practice III,	Clinical Pr	Care, Child Nutrition, H 🔻	In Progress, Pending	Review, 🔻			Generate Report
JDENT LAST NAME	STUDENT FIRST NAME	COURSE NUMBER	COURSE NAME	CLINICAL EXPERIENCE	CLINICAL EXPERIENCE START DATE	CLINICAL EXPERIENCE END	SITE
JDENT LAST NAME	STUDENT FIRST NAME	COURSE NUMBER	COURSE NAME Clinical Practice I*	CLINICAL EXPERIENCE	CLINICAL EXPERIENCE START DATE 06/16/2023	CLINICAL EXPERIENCE END DATE 07/20/2024	SITE Abundant Health*
tra	STUDENT FIRST NAME Kay* Kay*	COURSE NUMBER DPT 800 DPT 800	COURSE NAME Clinical Practice I* Clinical Practice I*	CLINICAL EXPERIENCE Clinical Exp Clinical Exp	CLINICAL EXPERIENCE START DATE 06/16/2023 06/16/2023	CLINICAL EXPERIENCE END DATE 07/20/2024 07/20/2024	SITE Abundant Health* Abundant Health*
tra tra	STUDENT FIRST NAME Kay* Kay* Kay*	COURSE NUMBER DPT 800 DPT 800 DPT 800	COURSE NAME Clinical Practice I* Clinical Practice I* Clinical Practice I*	CLINICAL EXPERIENCE Clinical Exp Clinical Exp Clinical Exp	CLINICAL EXPERIENCE START DATE 06/16/2023 06/16/2023 06/16/2023	CLINICAL EXPERIENCE END DATE 07/20/2024 07/20/2024 07/20/2024 07/20/2024	SITE Abundant Health* Abundant Health* Abundant Health*
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JDENT LAST NAME	STUDENT FIRST NAME Kay* Kay* Kay* Kay* Kay* Kay* Kay* Kay*	COURSE NUMBER DPT 800 DPT 800	COURSE NAME Clinical Practice I*	CLINICAL EXPERIENCE Clinical Exp Clinical Exp Clinical Exp Clinical Exp Clinical Exp	CLINICAL EXPERIENCE START DATE 06/16/2023 06/16/2023 06/16/2023 06/16/2023 06/16/2023 06/16/2023 06/16/2023 06/16/2023	CLINICAL EXPERIENCE END DATE 07/20/2024 07/20/2024 07/20/2024 07/20/2024 07/20/2024 07/20/2024 07/20/2024	SITE Abundant Health* Abundant Health* Abundant Health* Abundant Health*

Important:

- In Progress Status: Students have full editing privileges for timesheets marked as "In Progress." They can modify, add, or delete entries as needed.
- **Pending Review Status:** Once a timesheet is submitted, its uneditable and students cannot make any changes directly and must contact the School/University to request an "unsubmit" action. The School/University has the authority to change the status of a submitted timesheet back to "In Progress," allowing the student to make necessary edits.
- **Date Selection:** Please note that timesheets are meant to track the actual time spent by each student in their clinical rotations at the placement site. Students can only submit timesheets for a specific date range determined by the school. If a student needs to submit a timesheet for a date outside the allowed range, they must contact the School/University to modify the system's configuration. The School/University is responsible for setting the allowable date range for timesheet submissions.