

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.

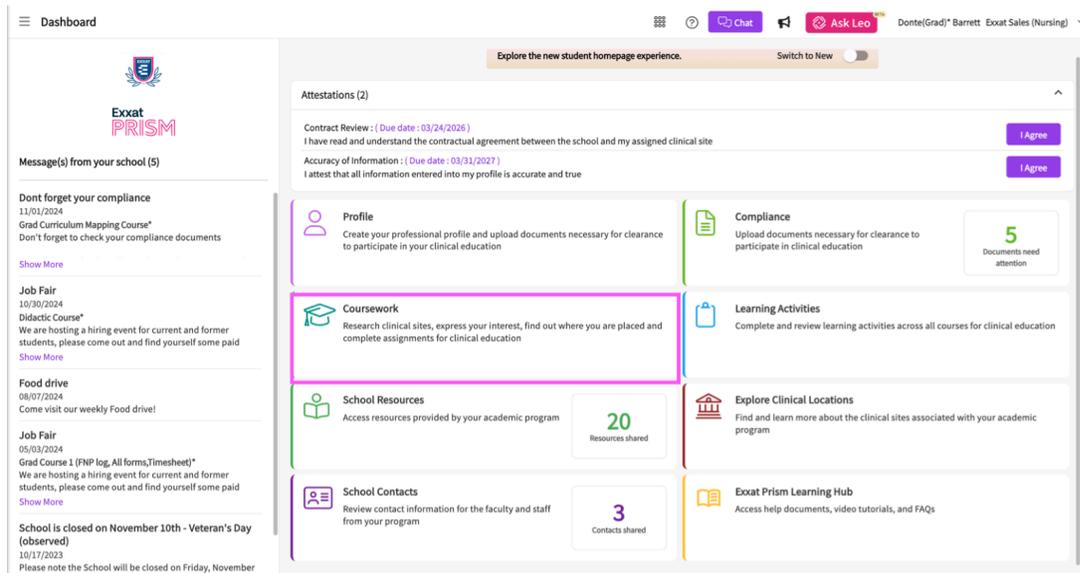
- Adding Timesheet via the Coursework section
- [Adding Timesheet via My Placements](#)
- [Timesheet Report](#)

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,

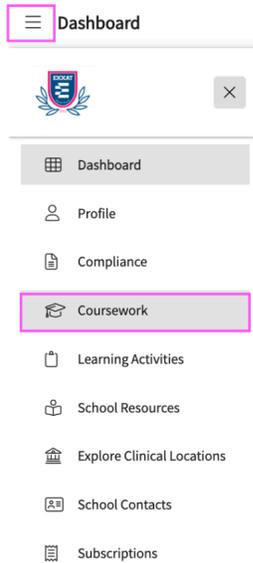
Click on the Coursework Section from the Old Student Dashboard.



The screenshot displays the Exxat PRISM student dashboard. The left sidebar contains a navigation menu with the Exxat PRISM logo and a list of messages from the school. The main content area features a top navigation bar with a 'Switch to New' toggle. Below this, there are sections for 'Attestations (2)', 'Profile', 'Compliance' (with a '5 Documents need attention' indicator), 'Coursework' (highlighted with a pink box), 'Learning Activities', 'School Resources' (with a '20 Resources shared' indicator), 'Explore Clinical Locations', 'School Contacts' (with a '3 Contacts shared' indicator), and 'Exxat Prism Learning Hub'.

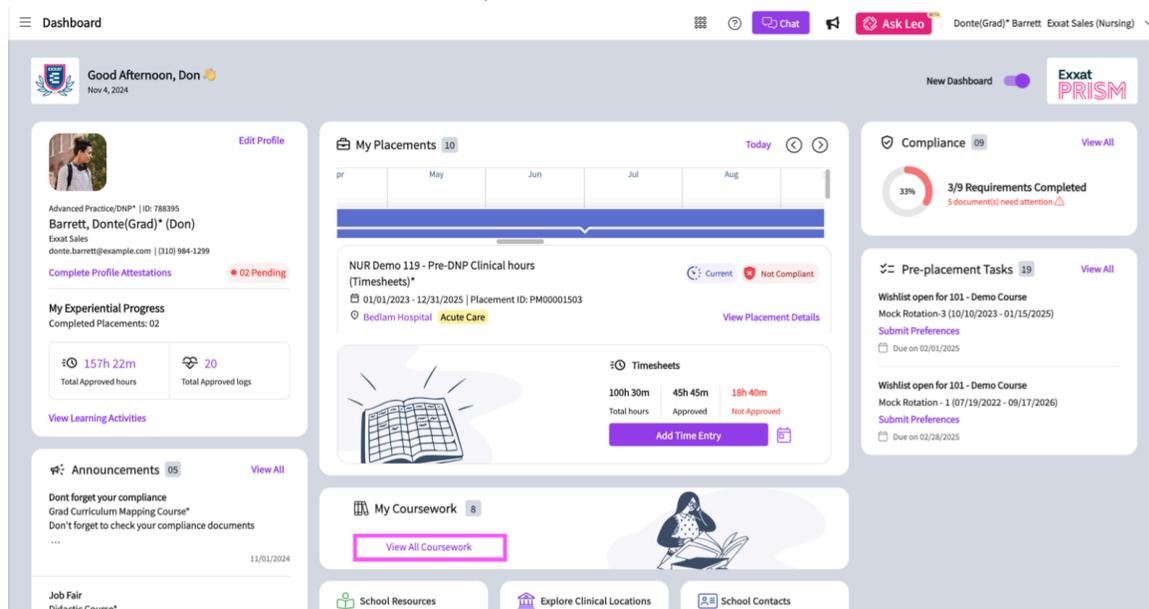
OR

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



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* <span>Current</span>	Rotation 3 Feb 1, 2023 - May 1, 2023	Advent Professionals - Kingston County <span>Home Health</span>	<span>View Details</span>
DPT 800 - Clinical Practice I* <span>Completed</span>	Clinical Practice I Nov 5, 2018 - Mar 1, 2022	Crestview Orthopedics <span>Outpatient</span>	<span>View Details</span>

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

56 Hrs

Total

6 Hrs

In Progress

39 Hrs

Pending Review

0 Mins

Not Approved

11 Hrs

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

36 Hrs

Total

11 Hrs

In Progress

25 Hrs

Pending Review

0 Mins

Not Approved

0 Mins

Approved



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

The screenshot shows the 'Timesheet' interface for 'Clinical Practice III'. At the top, there's a summary bar with categories: Total (12 Hrs 58 Mins), In Progress (12 Hrs 58 Mins), Pending Review (0 Mins), Not Approved (0 Mins), and Approved (0 Mins). Below this is a table header with columns: ACTION, STATUS, DATE, CLINICAL INSTRUCTOR, START TIME, END TIME, BREAK TIME, DURATION, STUDENT'S NOTES, and REVIEWER'S COMMENTS. A '+ Add Time Entry' button is highlighted with a red box in the top right corner of the table area.

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.

The screenshot shows the 'Add Time Entry' form. It includes a title bar with a close button and the text 'Add Time Entry'. Below the title bar, there's a clock icon and the text 'All times in Eastern Standard Time (EST)'. The form has several input fields: 'Date' (with a calendar icon), 'Start Time' (with a clock icon), 'End Time' (with a clock icon), 'Break Time (Mins)', and 'Duration (HH:MM)'. There are also dropdown menus for 'Clinical Instructor' and a text area for 'Student Notes'. At the bottom right, there are 'Save' and 'Submit' buttons.

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".

The screenshot shows the 'Timesheet' grid with a new entry added. The entry has a status of 'In Progress' and a duration of 4 Hrs. The grid has columns: ACTION, STATUS, DATE, CLINICAL INSTRUCTOR, START TIME, END TIME, BREAK TIME, DURATION, STUDENT'S NOTES, and REVIEWER'S COMMENTS. The new entry is highlighted in blue.

ACTION	STATUS	DATE	CLINICAL INSTRUCTOR	START TIME	END TIME	BREAK TIME	DURATION	STUDENT'S NOTES	REVIEWER'S COMMENTS
	In Progress	Feb 7, 2023	Smith, Jenny	1:00 PM	5:00 PM	-	4 Hrs	-	-
	In Progress	Feb 7, 2023	Smith, Jenny	8:00 AM	12:00 PM	-	4 Hrs	-	-
	In Progress	Feb 1, 2023	Smith, Jenny	5:00 AM	9:00 AM	-	4 Hrs	-	-
	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.

Total	8 Hrs	In Progress	0 Mins	Pending Review	0 Mins	Not Approved	0 Mins	Approved	8 Hrs	<input type="button" value="+ Add Time Entry"/> <input type="button" value="Submit"/>	
<input type="checkbox"/>	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.

<input type="checkbox"/>	ACTION	STATUS	DATE	CLINICAL INSTRUCTOR	START TIME	END TIME	BREAK TIME	DURATION
	 	In Progress	Feb 7, 2023	Smith, Jenny	1:00 PM	5:00 PM	-	4 Hrs
	 	In Progress	Feb 7, 2023	Smith, Jenny	8:00 AM	12:00 PM	-	4 Hrs
	 	In Progress	Feb 1, 2023	Smith, Jenny	5:00 AM	9:00 AM	-	4 Hrs
	 	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.

Dashboard

Good Afternoon, Don  
Nov 12, 2024

Advanced Practice/DNP\* | ID: 788395  
**Barrett, Donte(Grad)\* (Don)**  
Exxat Sales  
donte.barrett@example.com | (310) 984-1299

Complete Profile Attestations • 02 Pending

My Experiential Progress  
Completed Placements: 02

157h 22m Total Approved hours  
20 Total Approved logs

Announcements 05 View All

Don't forget your compliance  
Grad Curriculum Mapping Course\*  
Don't forget to check your compliance documents

My Placements 10 Today

NUR Demo 113

NUR Demo 139

NUR Demo 211

NUR Demo 113 - Grad Course 3  
(FNP log, All forms, Timesheet)\*  
06/01/2023 - 12/31/2025 | Placement ID: PM00001530  
BIOLEOM General Hospital - SICU Acute Care

Current Not Compliant

Patient Log

11	04	01
Total logs	Approved	Need Attention

Add Patient Log

Timesheets

131h 20m	34h 32m	21h 0m
Total hours	Approved	Not Approved

Compliance 09 View All

33% 3/9 Requirements Completed  
5 document(s) need attention

Pre-placement Tasks 20 View All

Wishlist open for 101 - Demo Course  
Mock Rotation-3 (10/10/2023 - 01/15/2025)  
Submit Preferences  
Due on 02/01/2025

Wishlist open for 101 - Demo Course  
Mock Rotation - 1 (07/19/2022 - 09/17/2026)  
Submit Preferences  
Due on 02/28/2025

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

Dashboard

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Wishlist open for 101 - Demo Course  
Mock Rotation - 1 (07/19/2022 - 09/17/2026)  
Submit Preferences  
Due on 02/28/2025

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.

Dashboard

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Nov 25, 2024

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donte.barrett@example.com | (310) 984-1299

My Experiential Progress  
Completed Placements: 02

157h 22m  
Total Approved hours

20  
Total Approved logs

View Learning Activities

Announcements 05  
View All

Don't forget your compliance  
Grad Curriculum Mapping Course\*  
Don't forget to check your compliance documents  
11/01/2024

My Placements 10  
Today

Oct Nov Dec Jan

NUR Demo 119 - Pre-DNP Clinical hours (Timesheets)\*  
01/01/2023 - 12/31/2025 | Placement ID: PM00001503  
Bedlam Hospital Acute Care  
View Placement Details

Timesheets

100h 30m Total hours	45h 45m Approved	18h 40m Not Approved
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Add Time Entry

Compliance 09  
View All

33%  
3/9 Requirements Completed  
3 document(s) need attention

Pre-placement Tasks 19  
View All

Wishlist open for 101 - Demo Course  
Mock Rotation-3 (10/10/2023 - 01/15/2025)  
Submit Preferences  
Due on 02/01/2025

Wishlist open for 101 - Demo Course  
Mock Rotation - 1 (07/19/2022 - 09/17/2026)  
Submit Preferences  
Due on 02/28/2025

My Coursework 8  
View All Coursework

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

Dashboard

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Excat Sales  
donte.barrett@example.com | (310) 984-1299

My Experiential Progress  
Completed Placements: 02

157h 22m  
Total Approved hours

20  
Total Approved logs

View Learning Activities

Announcements 05  
View All

Don't forget your compliance  
Grad Curriculum Mapping Course\*  
Don't forget to check your compliance documents  
11/01/2024

My Placements 10  
Today

Oct Nov Dec Jan

NUR Demo 119 - Pre-DNP Clinical hours (Timesheets)\*  
01/01/2023 - 12/31/2025 | Placement ID: PM00001503  
Bedlam Hospital Acute Care  
View Placement Details

Timesheets

100h 30m Total logs	45h 45m Approved	18h 40m Needs Attention
------------------------	---------------------	----------------------------

Add Time Entry

Compliance 09  
View All

33%  
3/9 Requirements Completed  
3 document(s) need attention

Pre-placement Tasks 19  
View All

Wishlist open for 101 - Demo Course  
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Submit Preferences  
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Wishlist open for 101 - Demo Course  
Mock Rotation - 1 (07/19/2022 - 09/17/2026)  
Submit Preferences  
Due on 02/28/2025

My Coursework 8  
View All Coursework

Timesheets

100h 30m Total logs	45h 45m Approved	18h 40m Needs Attention
------------------------	---------------------	----------------------------

January 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

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.

× Add Time Entry

All times in Eastern Time (ET) Save Send for Review

11/25/2024

Overnight

Start Date \* 11/25/2024 Start Time \* 01 : 00 AM End Time \* 03 : 00 AM Break Time (Mins) Duration (HH:MM) 02:00

Preceptor \* Sherry Alvin Student Notes

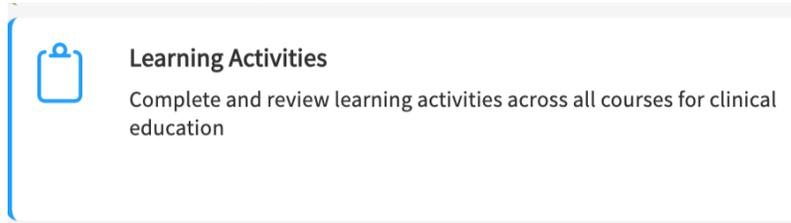
+ Add More

## 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

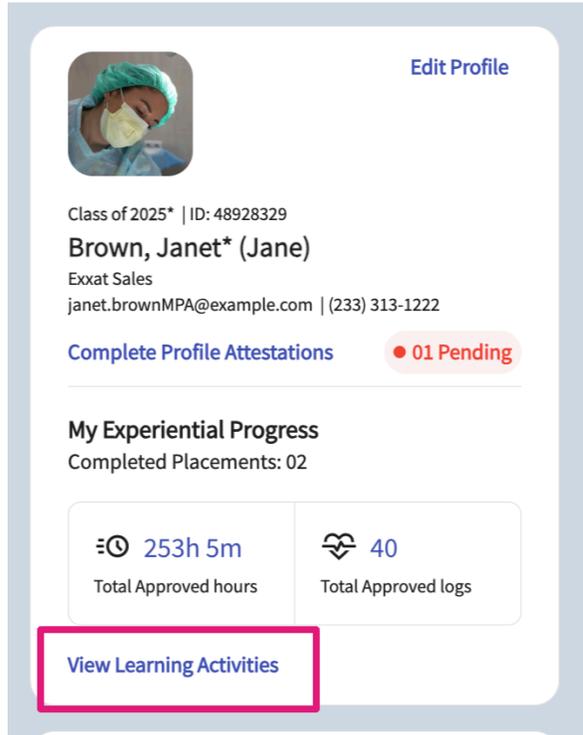
## 1. Click on Learning Activities from the dashboard



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

OR

Under profile section, Click on "View Learning Activities"



**Edit Profile**

Class of 2025\* | ID: 48928329  
**Brown, Janet\* (Jane)**  
Exxat Sales  
janet.brownMPA@example.com | (233) 313-1222

**Complete Profile Attestations** ● 01 Pending

**My Experiential Progress**  
Completed Placements: 02

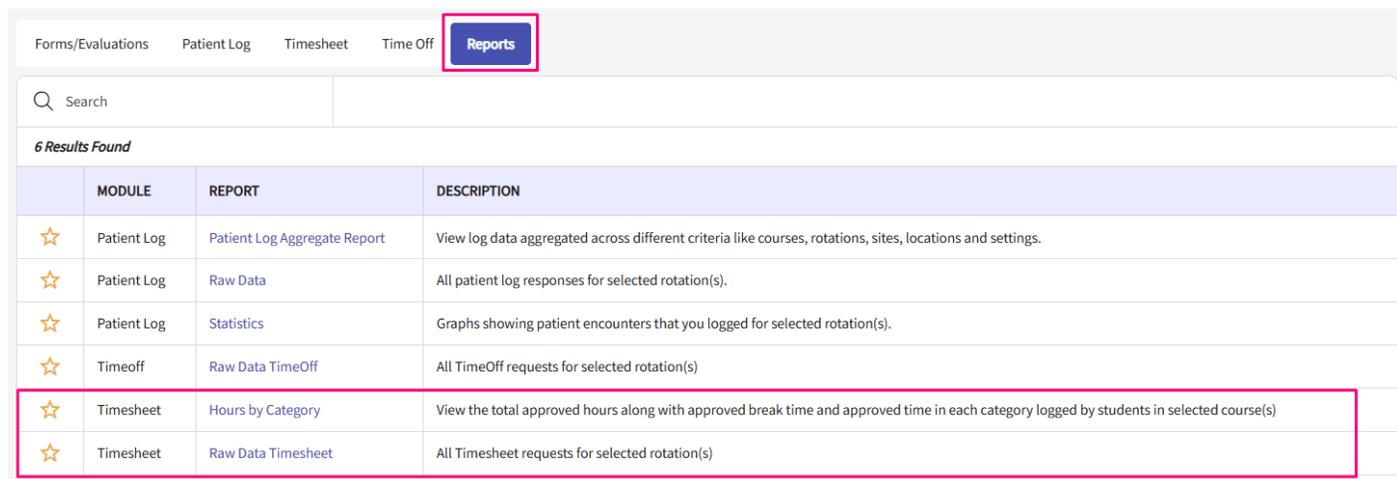
🕒 253h 5m  
Total Approved hours

📄 40  
Total Approved logs

**View Learning Activities**

## 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/Evaluations Patient Log Timesheet Time Off **Reports**

Search

6 Results 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.

b. Click on "**Raw Data Timesheet**": 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.

**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, it is 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.