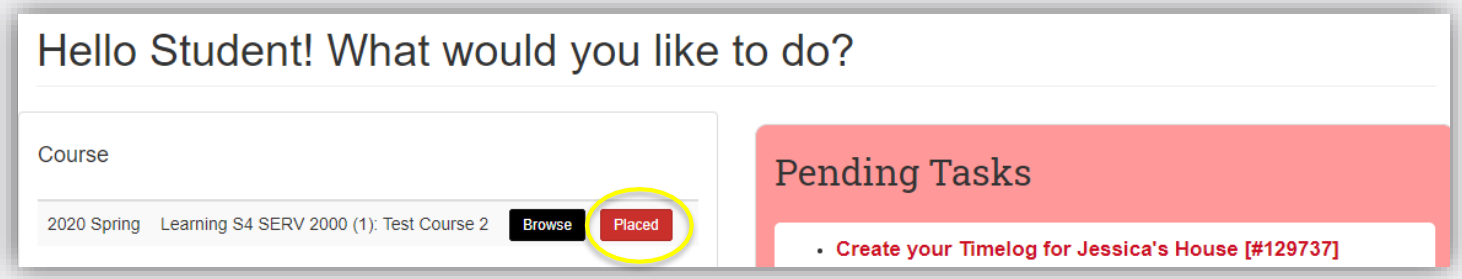
Service Learning & Internship Placements: Stan State S4 Database

Student Time Logs – For Students

What You Will Learn:

1. How to access Timelogs
2. Creating Timelog entries
    a. Information collected in Timelogs
3. Submitting Timelogs for approval

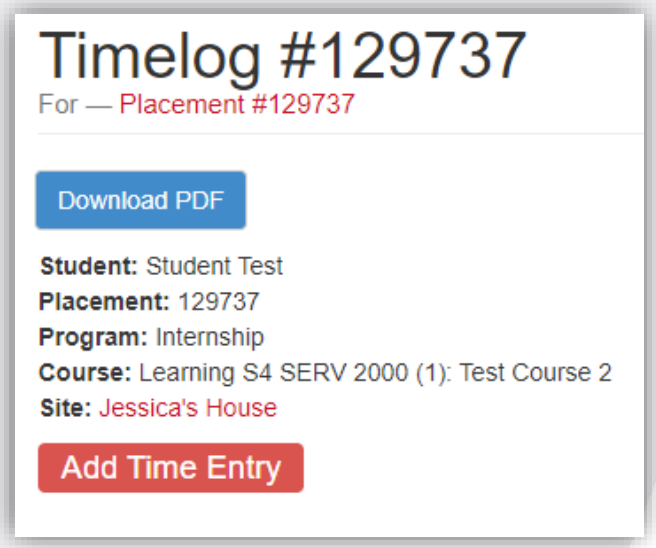
How to Access Time Logs:



- Once you are placed, you can log into S4. To access the Timelog, red **Pending Tasks** box.

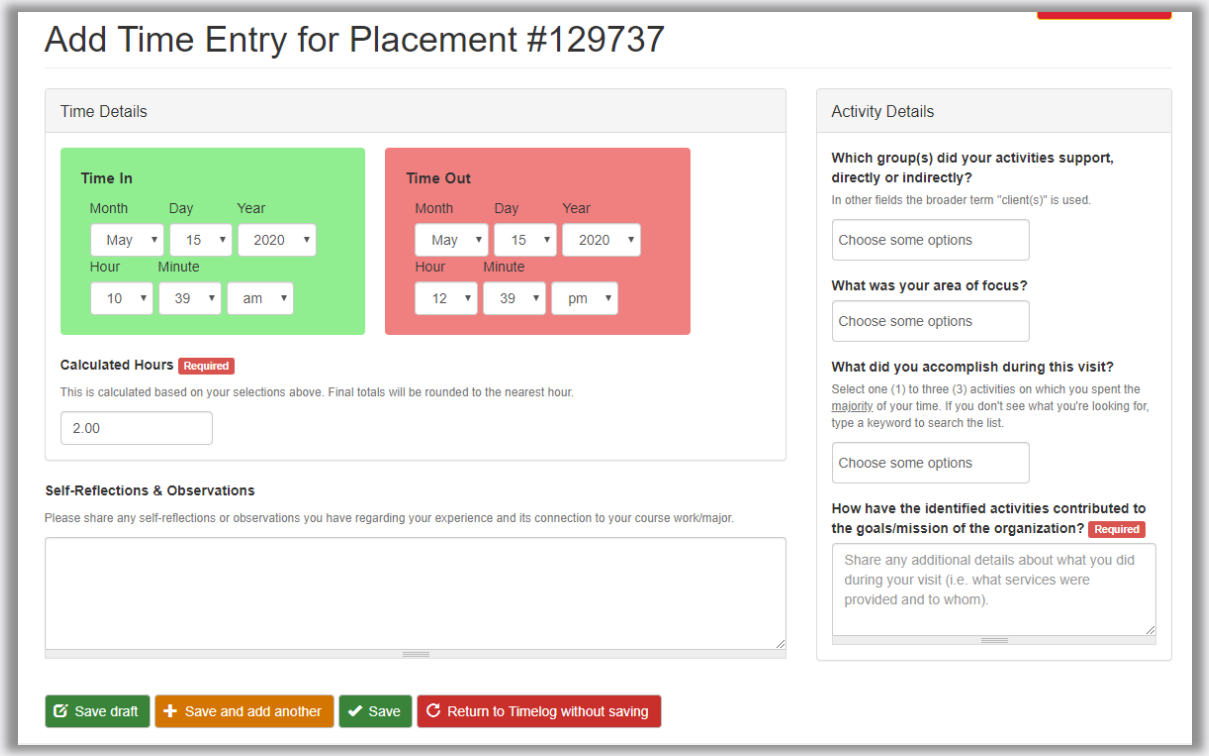
- Click on **Create your Timelog** and you will be taken to a new page: **Timelog #**

- On **Timelog #** page, select **Add Time Entry**.



Creating Timelog Entries

- After selecting Add Time Entry you will see this page below: **Add Time Entry for Placement #.**



There are 3 Sections:

- **Time Details**
- **Activity Details**
- **Self-Reflection & Observations**

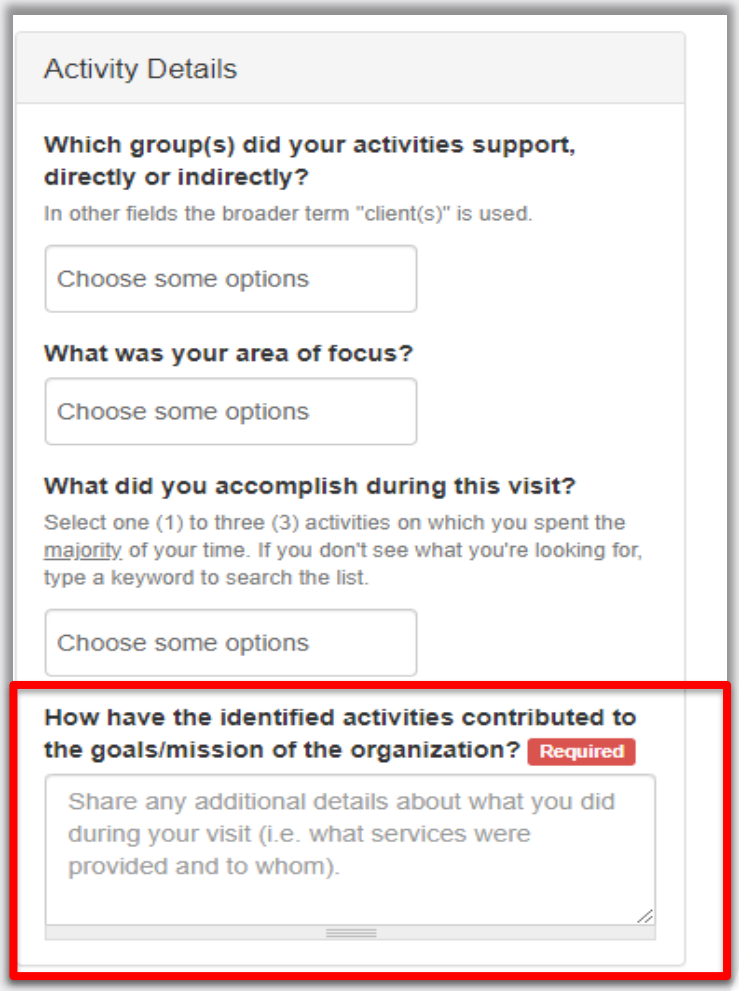
Creating Timelog Entries: “Time Details” entry

- **Time In** – In the Green box student selects the start time and date for the day’s entry's time.
- **Time Out** - In the Red box student selects the end time for the hours they completed that day.

- **Calculated Hours** – The hours will be automatically calculated based on the information entered in the Time In and Time Out sections.

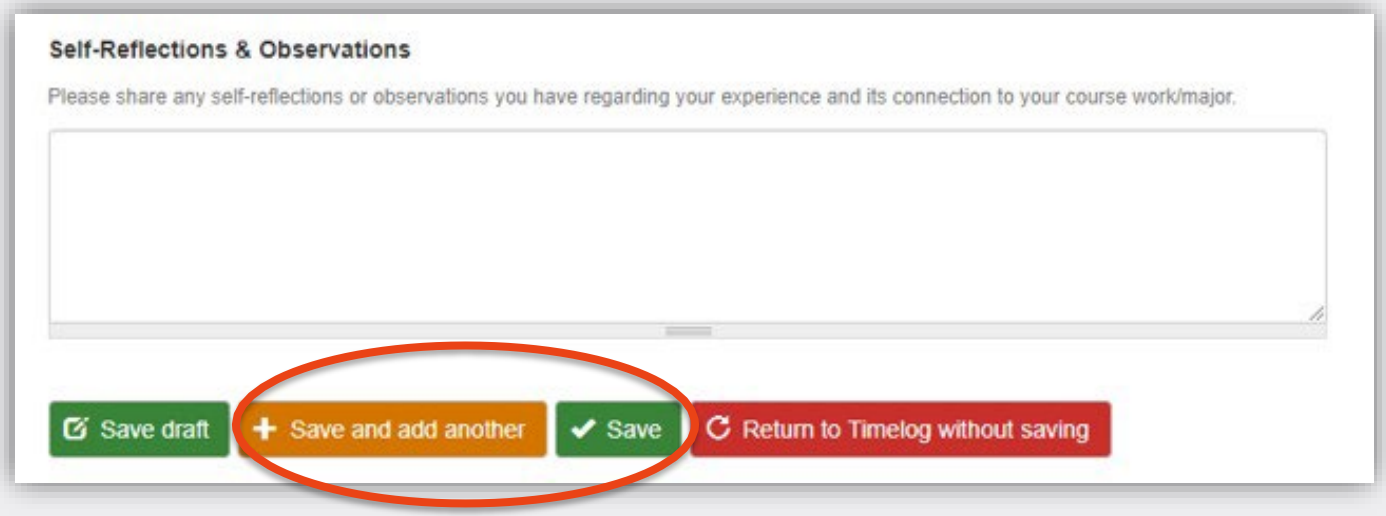
Creating Timelog Entries: "Activity Details"

- The next section to be completed is the **Activity Details** of what was done during their time.
- Only one box is **Required** (see red box). Before you can submit, you must fill in this box.
- The other boxes are not required but are highly encouraged.



Creating Timelog Entries "Self-Reflection & Observations" and Saving Entry

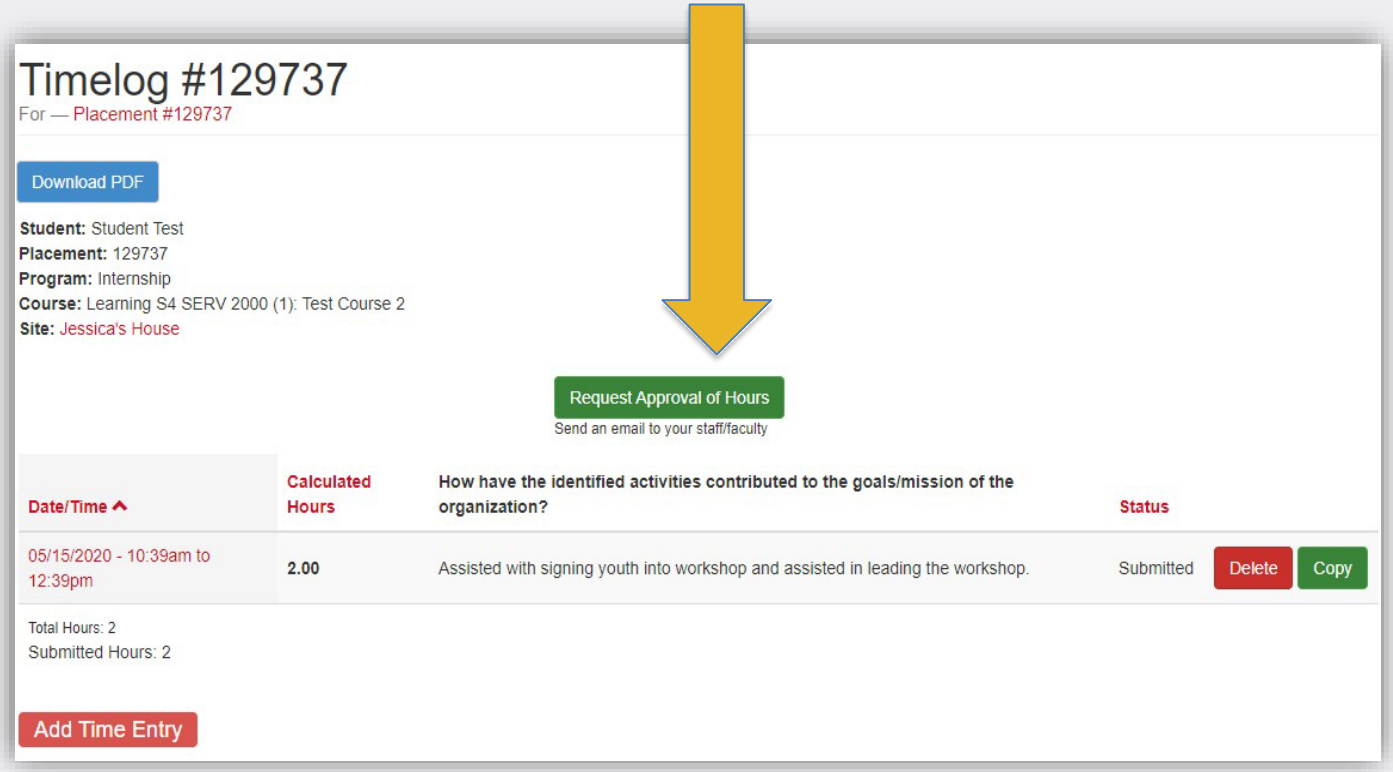
- At the bottom of the "Add Time Entry" page there is a section for **Self-Reflection & Observations** for you to reflect on experiences at site.



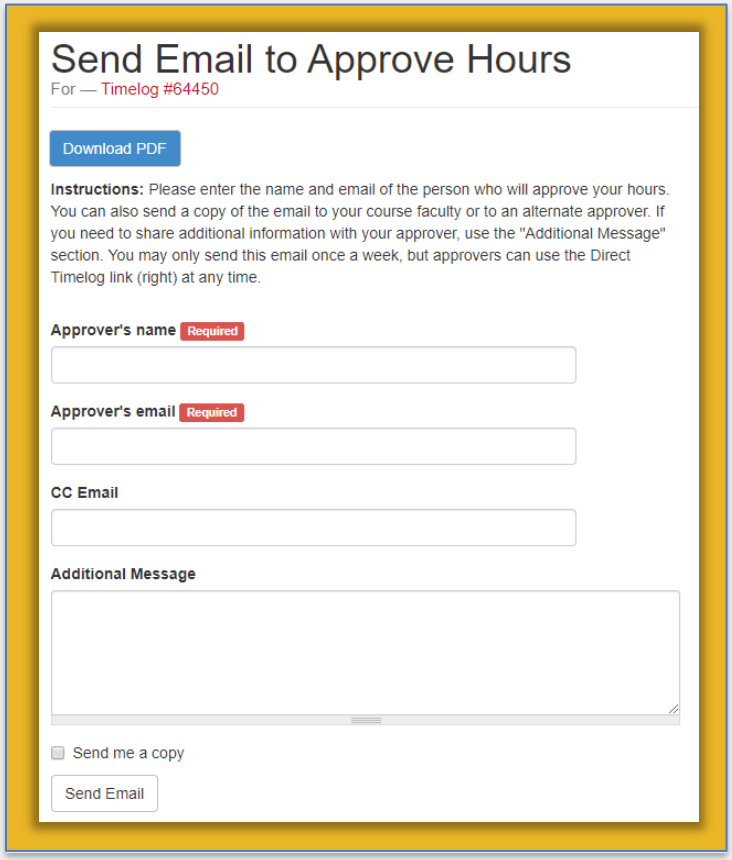
- To save the entry, the student clicks the green **Save** button.
- You can complete more entries before submitting for approval by selecting the orange **Save and add another**.

Creating Timelog Entries: Submitting for Approval

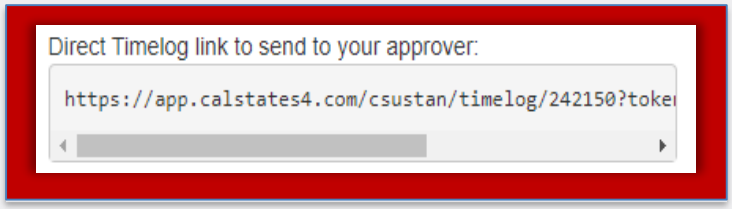
- Once you save a time entry, you will be brought to this page: **Timelog #.**
- To submit hours for approval, click the green button: **Request Approval of hours.**



Submitting Time Logs for Approval:

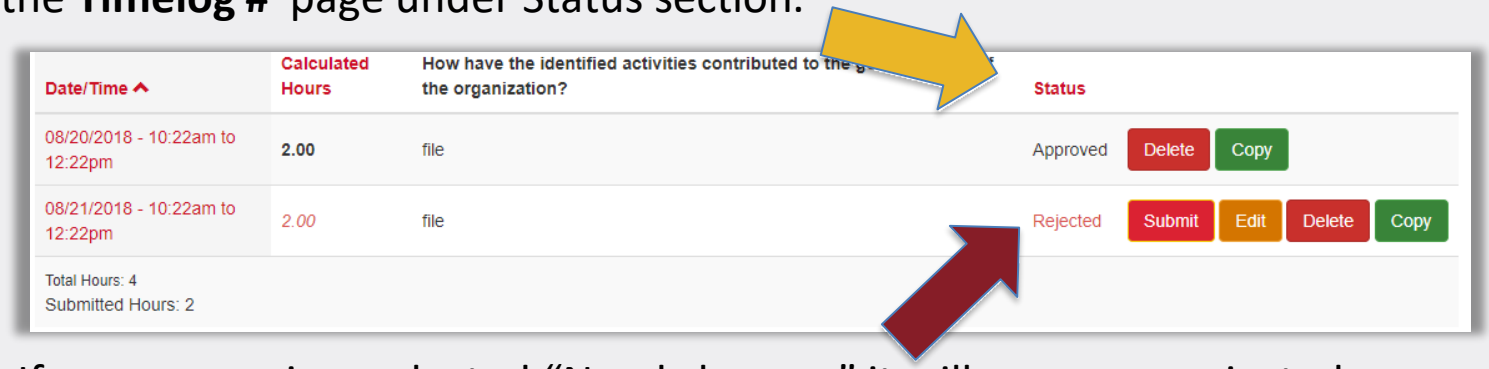


- When you Request Approval of Hours you can either:
  a) email through the S4 system (left) or
  b) you can copy the link to an email from your student account (below).



Approving Process:

- Once the entry is “Approved” it will show on the **Timelog #** page under Status section.



Date/Time	Calculated Hours	How have the identified activities contributed to the g the organization?	Status
08/20/2018 - 10:22am to 12:22pm	2.00	file	Approved Delete Copy
08/21/2018 - 10:22am to 12:22pm	2.00	file	Rejected Submit Edit Delete Copy
Total Hours: 4 Submitted Hours: 2			

- If your supervisor selected “Need changes” it will appear as rejected when you view the **Timelog #** page.
  - You can edit the entry and resubmit for approval.
    - You will have to check the Status of your time entry on the **Timelog #** page. You will not receive an email notification if your supervisior has approved or rejected the time entry.

If you have any difficulty or questions, contact the Office of Service Learning

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Thank you for your time!