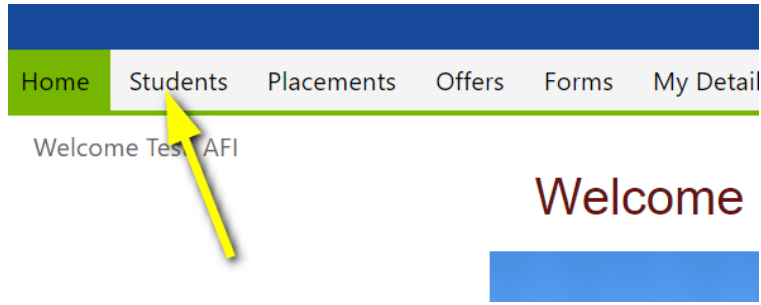
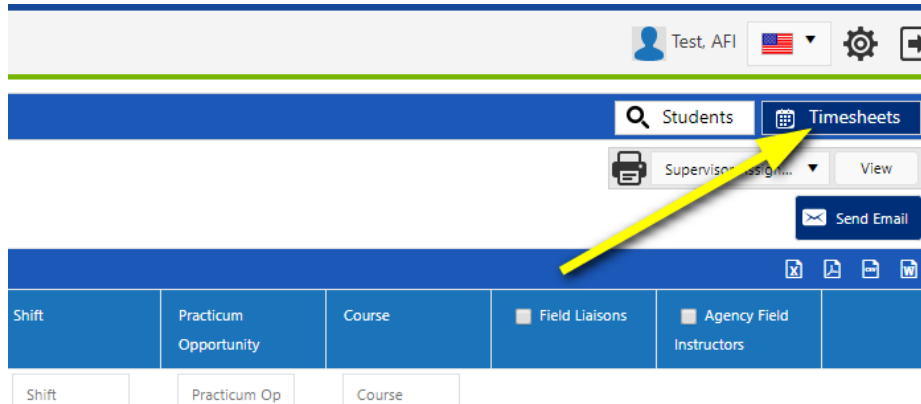


SONIA How-To: AFI Timesheets

1. Click "Students."



2. Click on "Timesheets."



3. Review information for accuracy.

Student Id	First Name	Last Name	Site	Date	Duration	Duration Unit	Activity	Attendance
000000000	Student	Test	Test Site	9/7/2017	15.00	Hours		Attended
000000000	Student	Test	Test Site	8/24/2017	1.00	Hours		Attended
000000000	Student	Test	Test Site	8/24/2017	8.00	Hours		Attended
000000000	Student	Test	Test Site	8/24/2017	15.00	Hours		Attended
000000000	Student	Test	Test Site	8/23/2017	1.00	Hours		Attended
000000000	Student	Test	Test Site	8/22/2017	0.00	Hours		Attended

4. Click on appropriate action (use legend below the table).

PIP	Timesheet Status	Date Updated	Updated By
	Submitted >	9/5/2017 9:28 PM	student.test
	Submitted >	8/24/2017 6:02 PM	student.test
	Submitted >	8/24/2017 6:06 PM	student.test
	Submitted >	8/24/2017 6:10 PM	student.test
	Submitted >	8/24/2017 6:02 PM	student.test
	Submitted >	8/24/2017 6:02 PM	student.test

