

Corporate Work Study Program

Timecard Instructions

Timecards provide a legal record of the number of hours students are working. They are also a valuable tool for regular communication between students, supervisors, and Relationship Managers. Your student will document daily accomplishments, ongoing projects, and noteworthy interactions, as well as the amount of time they work. As the supervisor, you will assess their overall daily performance, opt to share feedback with your student, and request a follow-up from your Relationship Manager if necessary.

Instructions on completing a timecard:

1. Student completes and submits their timecard
 - a. Note – most students complete at the end of the workday, however not all will complete the same day
 - b. After 48 hours system will send any unsubmitted timecard to the supervisor for completion
2. The supervisor receives an email asking you to provide a rating for the student and additional feedback on the student's performance. (See *Example Image Below*)
 - a. Email will be called "Feedback on [Student] for [mm/dd/yyyy]."
3. Select a rating of your student
4. Review your student's response – a new window opens with more options . (See *Example Image Below*)
 - a. Adjust time/hours worked
 - b. Give work performance feedback
 - c. Share your feedback with the student
 - d. Request follow-up from your Relationship Manager
5. Press submit and you will receive a confirmation screen

See a video here:

<https://www.loom.com/share/47e6470335e84116a37c8c69d275f392?resume-anonsignup=true>

Example Time Card Email:



Time Card Feedback for Jonathan Student on 7/15/2021

Dear Jenny Supervisor,

Please provide performance feedback for Jonathan Student for 7/15/2021. If you like, you can adjust hours, request a follow-up or add a comment after providing a rating.

Hours Worked: 7 hrs 30 min

Lunch: 0 hrs 45 min

Exceptional

Above Expectations

Met Expectations

Needs Improvement

Unsatisfactory

Example Time Card Form:



Time Card Details

Student Name Jonathan Student
Date Worked 07/15/21

Activities:

Today, I attended a department meeting in the morning and learned about a new project that will launch next month. I spent a few hours updating the company's contact database, then I worked on a PowerPoint presentation that I will be making at next week's department meeting.

Hours Worked 7 hrs 30 min
Time At Lunch 0 hrs 45 min
Hours Worked Without Lunch 6 hrs 45 min

I would like to update the hours worked * Yes No

Performance

Unsatisfactory Needs Some Improvement Met Expectations Above Expectations Exceptional

Rating *

Additional Comments

Share comments with student? * Yes No

Request a follow up from Cristo Rey? * Yes No

Other Time Cards To Approve

You have other open time card(s) to approve. Please select which time card you would like to complete next and click the "Submit" button to save this time card and proceed to the next.