**Remote Timesheet Directions for Community Service Work Study**

**STUDENT:**

What to do:

* Each time you work make sure you are clocking IN and OUT on eclock. Directions can be found on etown.edu under the Center for Community Engagement under Forms and Resources or by simply clicking on the appropriate link here: [E-Clock Computer Directions](https://www.etown.edu/centers/community-civic/E-Clock%20Student%20Instructions.pdf) or [E-Clock Phone Directions](https://www.etown.edu/centers/community-civic/Phone%20Instructions%20for%20E-Clock.pdf)
* You can also reach out to civicengagement@etown.edu to have someone walk you through the clock in process if needed.
* Timesheets are available on etown.edu under the Center for Community Engagement under Forms and Resources or by clicking here: [CSWS Time Sheets](https://www.etown.edu/centers/community-civic/forms.aspx)
* Send Timesheet to your supervisor via email.
* We will use this same timesheet for the entire semester, so we have times/and approvals for the entire semester on one table
* Place timesheet in the body of the email (NOT as an attachment)
* Fill in your hours worked each week (even when you are not working, please indicate 0 hours for that week)
* All timesheets must be emailed to supervisor by 12 Noon on each Friday

If you need assistance please contact the Center for Community and Civic Engagement at civicengagement@etown.edu or Sharon Sherick at shericks@etown.edu

**SUPERVISORS:**

What to do:

* Please type your name in the cell labeled supervisor for each specific week
* Indicate whether you wish to approve the hours listed with yes or no (please add any notes if you feel they will be helpful)
* If the hours listed are incorrect, please note the reason for denial
* Please return the timesheets to both the student and shericks@etown.edu by the following Monday prior to 10am, to ensure proper payment and usage of CSWS funds for the student (if this is not possible please let us know)

If you have any questions, comments or concerns please let us know at civicengagement@etown.edu or Sharon Sherick at shericks@etown.edu

Thank you for your patience and consideration as we navigate new systems to CSWS during this remote period.