

Students - Completing a Time Card

Filling out a Time Card



Step 1) Check your email

On the day you work, you'll receive an email like this one:

Sample Rey School

Time Card for July 07, 2016

Dear Anna,

Please click on the button below to fill out your time card for today. Once submitted, your time card will be sent to your supervisor for approval.

Fill out your time card

Step 2) Click "Fill out your time card"

When you click "Fill out your time card", a new window will open with your time card to fill out.

Sample Rey School

Time Card for July 07, 2016

Dear Anna,

Please click on the button below to fill out your time card for today. Once submitted, your time card will be sent to your supervisor for approval.

Fill out your time card 

Sample Rey School
Anna Adams SAMPLE
Sample Rey School

Anna, please complete your time card for July 7, 2016.

Supervisor		
Today's Supervisor *		
Elizabeth Parker SAMPLE		
Hours		
Start Time *	End Time *	Lunch Break *
8:30 AM	4:15 PM	1 hr
Hours worked: 6 hrs 45 min		
Today's Activities *		
I filed papers, answered the phone, and delivered mail. My coworkers were all really nice and I had a good day.		
<input type="button" value="Submit"/>		

Step 3) Fill out your time card

Section 1: Supervisor

If you work with more than one person at your company, choose who you worked with that day. If you only have one supervisor, you won't be able to choose someone else.

Anna, please complete your time card for July 7, 2016.

Supervisor

Today's Supervisor *

Elizabeth Parker-SAMPLE

Section 2: Hours

Select the time you began work and when you completed your work day. Round your time to the nearest 15 minute selection. If your lunch break was longer or shorter than 1 hour, choose that time as well.

Hours

Start Time *

8:30 AM

End Time *

4:15 PM

Lunch Break *

1 hr

Hours worked: 6 hrs 45 min

Section 3: Today's Activities

Enter a description of what you did at work. This will be shared with your supervisor and the corporate work-study team.

Today's Activities *

I filed papers, answered the phone, and delivered mail. My coworkers were all really nice and I had a good day.

Step 4) Submit your time card

You're done! Great job! You've submitted your time card for today. You'll get an email "receipt" with the information you filled out.

Sample Log Sheet: Anna Adams SAMPLE
Sample Rey School

Anna, please complete your time card for July 7, 2016.

Supervisor

Today's Supervisor *

Elizabeth Parker SAMPLE

Hours

Start Time * End Time * Lunch Break *

8:30 AM 4:15 PM 1 hr

Hours worked: 6 hrs 45 min

Today's Activities *

I filed papers, answered the phone, and delivered mail. My coworkers were all really nice and I had a good day.

[Submit](#)

Sample Log Sheet: Anna Adams-SAMPLE
Sample Rey School

✔ Thanks for submitting your time card!

Supervisor

Today's Supervisor *

Elizabeth Parker-SAMPLE

Hours

Start Time * End Time * Lunch Break *

8:30 AM 4:15 PM 1 hour

Hours worked: 6 hrs 45 min

Today's Activities

I filed papers, answered the phone, and delivered mail. My coworkers were all really nice and I had a good day.

Sample Rey School

Time Card Received

Hello Anna,

Thank you for submitting your time card for July 07, 2016.

Hours Worked

Time In: 8:30 am


Time Out: 4:15 pm

Lunch: 1 hour

Today's Supervisor

Elizabeth Parker-SAMPLE

Keep up the great work!

 [Still need help? Contact Us \(/contact\)](#)

Last updated on August 1, 2016

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