

Time Entry Tips and FAQs

I need to enter in my hours. How do I do that?

- You will start by making sure your timesheet is ready to use (see instructions below for some problem-solving tips if you are unable to enter hours).
- When you are ready, you will go to the date you would like to enter hours and click on the “+” button or click on the date, depending on which view you are using. Below, we are using the “track” view. You can also use the Month, Week, Day or Agenda view if you prefer one of those.

Timesheets

Month Week Day Agenda **Track** Jan 16 - 22, 2022 More actions Today < >

Aurora - MSW Generalist 23.00 hours added

Active track: Aurora - MSW Generalist Program: MSW Site: 1000 Test Site 1 Supervisor: AlliField Instructor Test Tags: [x]

| | Sun Jan 16 | Mon Jan 17 | Tue Jan 18 | Wed Jan 19 | Thu Jan 20 | Fri Jan 21 | Sat Jan 22 | Weekly | Total |
|-------------|---------------------------|---------------------|---|------------|------------|------------|------------|---------|-------|
| Total Hours | <input type="text"/> + | 2:00 PM 3h 15m + | 2:00 PM 1h 3:30 PM 1h 5:00 PM 4h + | + | + | + | + | 11h 15m | 43h |
| Supervision | 2:15 PM 1h + | 2:00 PM 1h + | <input type="text"/> + | + | + | + | + | 2h | 2h |
| | Copy | Copy | Copy | Copy | Copy | Copy | Copy | | |

- Once you have selected your date, a time entry box will pop up. You will enter in your start and end times, and indicate if you want these hours to be counted towards “total hours” or “supervision”

Enter time [x]

Date: 12/29/2021
Time: [x]
Program: MSW
Site: 1000 Test Site 1
Supervisor: AlliField Instructor Test
Activities: [x] search Manage tracks OK

Record not saved Must pick at least one activity

- Aurora - MSW Generalist
- Total Hours
- Supervision

I can't enter my hours! What is going on?

There are a few things that may be going on that would get in the way of your adding in your internship hours.

- **You are not connected to a field site AND supervisor**
 - Your account needs to be connected to both an internship site AND a supervisor in Tevera before you are able to add any internship hours. To check this, you can either look under the “Site Placements” section in your account, or you can look at the top of your timesheet, as indicated below by the red arrows.
 - If you do not see a site or supervisor listed, please connect **FIRST** with your supervisor to see if they have received a registration email and have completed their registration. If they have and you still do not see them or your site, please reach out to your field liaison for assistance.

Timesheets

The screenshot shows the 'Timesheets' page for 'Aurora - MSW Generalist' with 15.75 hours added. At the top, there are tabs for 'Month', 'Week', 'Day', 'Agenda', and 'Track'. The date range is 'Jan 16 - 22, 2022'. Below the tabs, the 'Active track' is 'Aurora - MSW Generalist', the 'Program' is 'MSW', the 'Site' is '1000 Test Site 1', and the 'Supervisor' is 'AlliField Instructor Test'. A dropdown menu for 'Current tracks' is open, showing 'Aurora - MSW Generalist' selected. Below this is a table with columns for dates from 'Mon Jan 17' to 'Sat Jan 22', 'Weekly', and 'Total'. The 'Total' column shows '15h 45m'. Two red arrows point to the 'Site' and 'Supervisor' fields.

- **You are not connected to a “track” in Tevera**
 - You will need to be connected to a “track” in Tevera to ensure your hours count toward the current program requirements. For example, if you are a 1st year MSW student, you will be in the “generalist” track. You can make sure you are connected to a track in the drop down menu next to “active tracks,” as indicated below by the red arrow.
 - Please note, the term “track” is used differently in Tevera than we usually use for our program. It references the “level” of your program (BSW, Generalist MSW, Specialist MSW).
 - If you are a Post-MSW student, please select Specialist MSW.

Timesheets

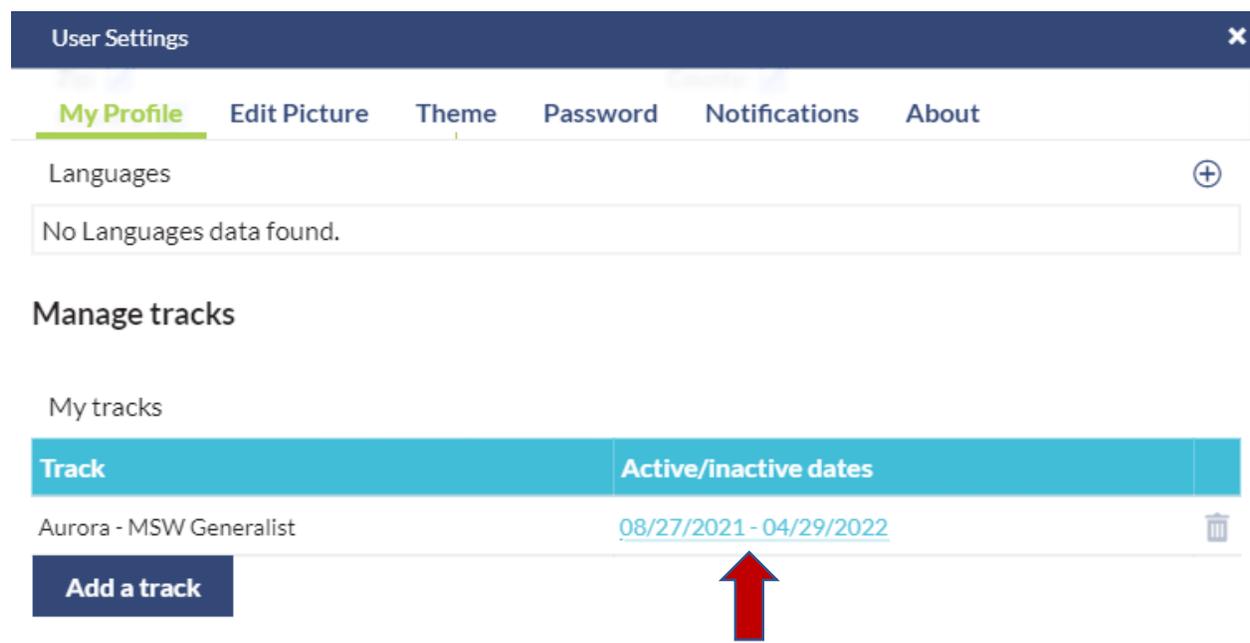
This screenshot is identical to the one above, but with a red arrow pointing to the 'Active track' dropdown menu, which is currently set to 'Aurora - MSW Generalist'. The rest of the interface, including the date range, program details, and the timesheet table, remains the same.

I need to enter in hours I have completed before this semester. How do I do that?

- The first thing you will need to do is change the “active” date for your track to allow your hour entry to be retroactive. To do this:
 - You will go to your personal profile, which is in the top right corner of your Tevera account, as indicated below by the red arrow.



- Once you open your profile, you will select “details” and then scroll to the very bottom where it says “manage my tracks”



- You will click on the dates section and change your “active” date to the start of your internship and your “inactive” date to the last date of your internship, as indicated above by the red arrow.
- You can then go back and enter in your hours. You are welcome to enter your hours in a weekly/biweekly fashion to help get you caught up to where you are currently. For example, if during the week of September 1st you completed a total of 15 hours, you can just pick a day that week and enter in 15 hours total.

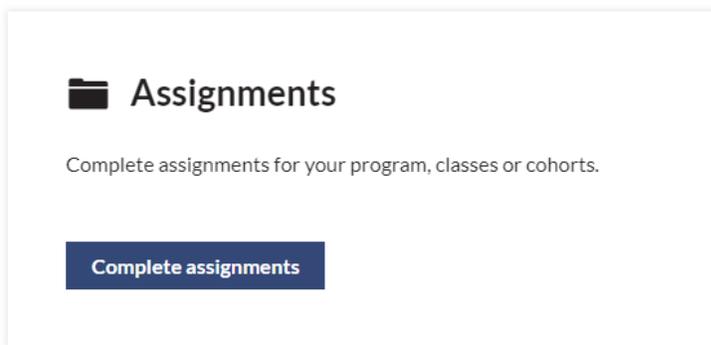
My supervisor can't approve my daily hours. What do I do?

Your supervisor will not be approving daily hours in Tevera. Rather, you will create a Monthly Time Report that will go to your supervisor for signature. This means they will officially approve your hours 4 times per semester.

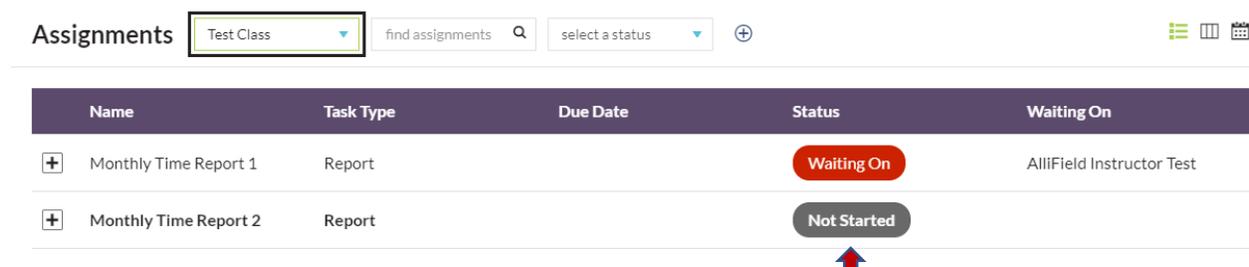
What is a Monthly Time Report? How do I create one?

A Monthly Time Report is the assignment in your field course that will allow your supervisor to approve your internship hours. This report is easy to create, and will allow students and supervisors the opportunity to touch base on hour totals on a regular basis.

- To create a Monthly Time Report, you will go to the “Assignments” section of Tevera, as seen below:



- When you click on “Complete assignments” it will bring you to a list of assignments required for your courses. You can filter this list by seeing all assignments for all courses, or just for the field course. Once you have your list of assignments, you will go to “Monthly Hour Report” and indicated below.



| Name | Task Type | Due Date | Status | Waiting On |
|-----------------------|-----------|----------|-------------|---------------------------|
| Monthly Time Report 1 | Report | | Waiting On | AlliField Instructor Test |
| Monthly Time Report 2 | Report | | Not Started | |

- If you have already submitted the assignment, it will either read “Waiting on” or “Completed.” Otherwise you will see the report listed as “Not Started” as indicated by the red arrow above. You will click on the assignment and select “start” to begin completing the report.

- You will then fill out the report accordingly. The date range should be whatever the date range of this particular report will be for; for example, Jan 1-Jan 31. You can decide to select an end date, or choose the “as of today’s date” option which will run the report through today’s date.

514 - Track Hours Log ✕

See the total hours, hours by activity, and hours per site of a supervisee's time track over a customizable amount of time. This report also shows total hours over all time. This report can be sent to applicable users for signature.

Saved parameters

Dates

Date Range:

Calculate Cumulative Hours as of the end date selected above.

Calculate Cumulative Hours as of today's date.

Select User

Student:

Program:



- The program section should indicate which program you are in (either BSW or MSW). For Post-MSW students, you will still select MSW.
- You will also need to select the track, as indicated below. Remember, “track” in Tevera means the level of the program you are in. This student is in their 1st MSW internship, so their track is considered the MSW Generalist track.

Time Tracks

Track:

Current tracks

Aurora - MSW Generalist

Previous tracks



Signatures

- Finally, you will select who you will send this report to for signature. You will want to select both your site supervisor and your field liaison (faculty).

Signatures

Site Supervisor: x ▼

Filter hours by Site Supervisor selected above

Program Faculty/Staff: x ▼

Include signature line if no Program Faculty/Staff is selected

- You will then select “send for signatures.” The report will bring you to a signature page that you will sign, either using the electronic signature option or using your account password. Once you submit, it will then send the report to your field instructor.

Sign here with your mouse.
(IMPORTANT: Fill the entire space.)

IClearSign and sendCancel

Your field instructor will receive the same prompts to review, sign and send on to your field liaison, and this process will be complete!

Tevera is saying I need 450/600 hours, but AU has approved a reduction of hours due to COVID. What do I do?

You do not need to do anything. We did not create separate hour tracking for the COVID reductions since they are short-term. Once you reach the reduced hour amount for your level of internship (350 for BSW/1st yr MSW and 500 for 2nd yr MSW) you will have met our requirements and are good to go, even if Tevera is not registering your hours as completed.

How do I enter in lunch hours, breaks, etc?

We do not have a particular policy around breaks, meal time, etc. Please work with your site to determine how many hours you are able to enter for your internship for each day.

How do I enter in a description of what I have done at my internship site?

You do not need to enter in the description of your hours into Tevera. Please work directly with your site on how to document work being completed.