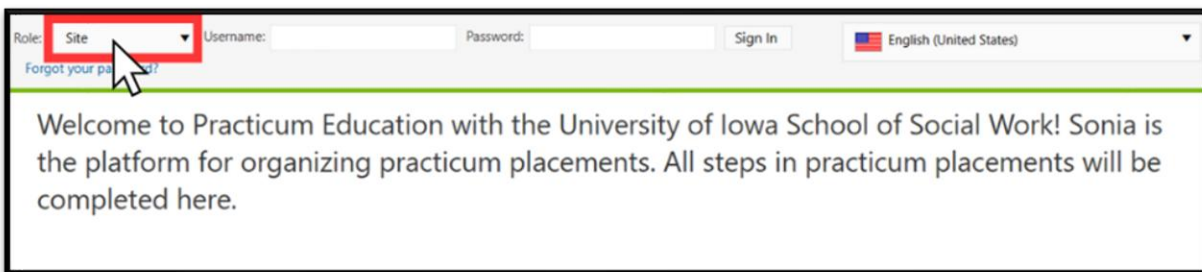


Approving Timesheets

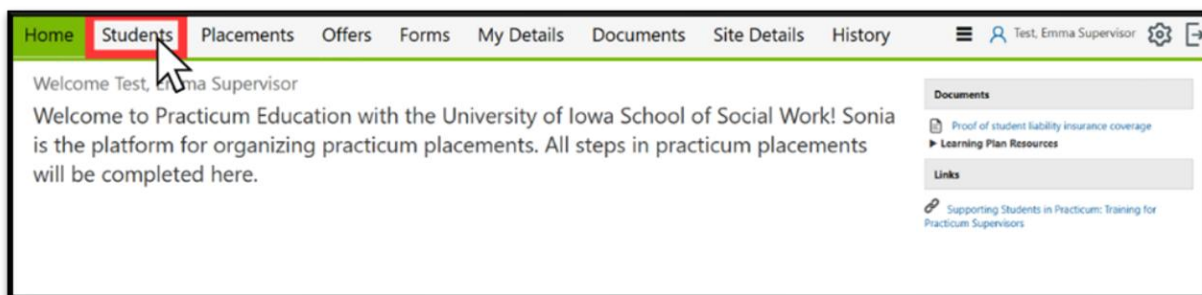
For questions and additional troubleshooting, contact ssw-practicum@uiowa.edu.

1 Log in to [Sonia Online](#)

- Make sure **"Site"** is selected for your role.
- You'll land on the home screen after logging in as a supervisor.



2 Click "Students"



3

Click "Timesheets"

Home **Students** Placements Offers Forms My Details Documents Site Details History Test, Emma Supervisor

Search Students Timesheets

Current Students

Hide placements before 11/7/2025 Show Students

Save Layout Clear Layout

	Preferred Name	Last Name	Site	Date	School	Shift	Practicum Type	Degree Program	Liasons	Practicum Supervisors	Positions	
☐	Student	Test	Test Site	1/20/2025 - 5/16/2026	University of Iowa, Social Work		BASW	MSW	☐ Sarah Witry	☐ Practicum Instructor Test		View
☐	Student4	Test	Test Site	1/20/2025 - 5/16/2026	University of Iowa, Social Work		BASW	BASW	☐ Sarah Witry	☐ Practicum Instructor Test ☐ Site Supervisor Test		View
☐	Student3	Test	Test Site	1/20/2025 - 5/16/2026	University of Iowa, Social Work		BASW	BASW	☐ Sarah Witry	☐ Practicum Instructor Test ☐ Site Supervisor Test		View
☐	Student2	Test	Test Site	1/20/2025 - 5/16/2026	University of Iowa, Social Work		BASW	BASW	☐ Sarah Witry	☐ Practicum Instructor Test ☐ Site Supervisor Test		View
☐	Emma Student	Test	Test Site	1/20/2025 - 5/16/2026	University of Iowa, Social Work		BASW	BASW	☐ Sarah Witry	☐ Emma Supervisor Test	BASW	View

Page size: 25 5 items in 1 pages

4

Respond to Timesheet Entries

Timesheet Response Types

Each timesheet entry can receive one of three responses from a supervisor:

-  Approve
 - **Approve** – Confirms the entry is accurate and accepted.
-  Unapprove
 - **Unapprove** – Indicates the entry is incorrect. Once unapproved, the student cannot make changes or take further action.
-  Resubmit
 - **Resubmit** – Sends the entry back to the student to fix errors.

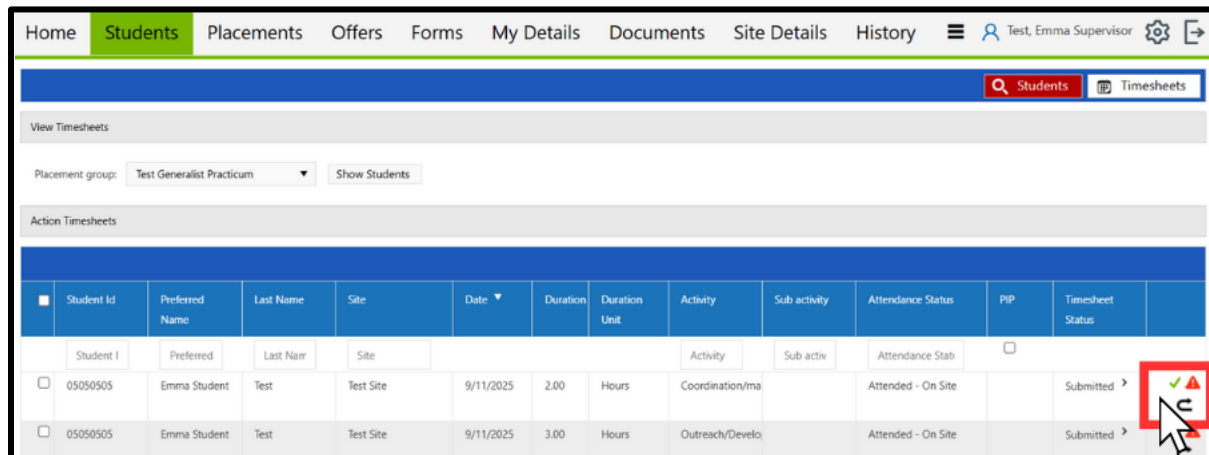
Important: The system does not allow supervisors to include a reason when selecting "Resubmit." If you find an error, please contact the student directly to explain what needs to be corrected.

Timesheet Response Methods

There are two different methods for responding to entries in Sonia: by single entry or multiple at once. Regardless of the method, once an entry is responded to, it disappears from the list.

Option 1: Responding to a Single Entry

- Select **Approve**, **Unapprove**, or **Resubmit** for each entry by clicking on the appropriate symbol.



Option 2: Responding to Multiple Entries

To apply the same response to all entries:

- Select the checkbox next to **"Student ID"** in the upper left corner to select all the entries or the checkbox next to the relevant entries.
- Choose the appropriate response in the lower right corner.

