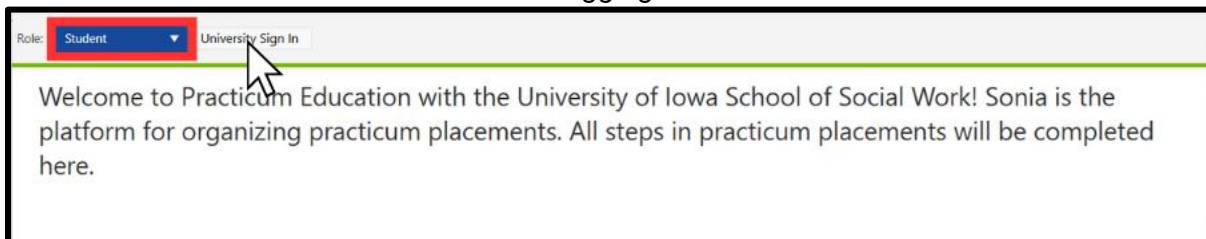


Submitting Timesheets

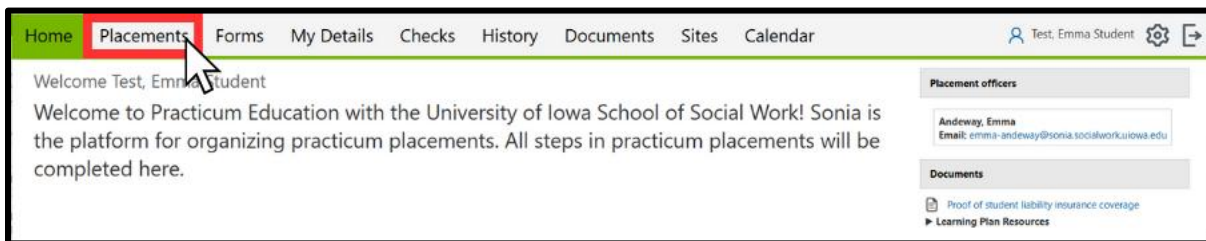
For questions and additional troubleshooting, contact ssw-practicum@uiowa.edu.

1 Log in to [Sonia Online](#)

- Make sure “**Student**” is selected for your role.
- You’ll land on the home screen after logging in as a student.

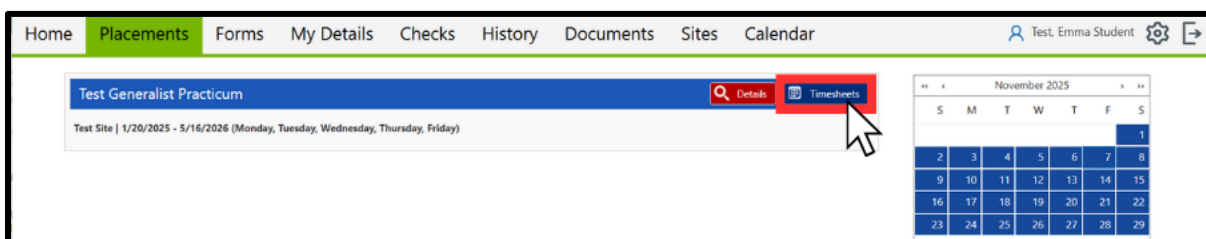


2 Click on “Placements”



3 Click on “Timesheets”

- If you have more than one practicum in the system, make sure you are selecting “Timesheets” for the current practicum.



4

Adding a Timesheet Entry

Click on “+ Add new timesheet”

Home Placements Forms My Details Checks History Documents Sites Calendar Test, Emma Student

Test Generalist Practicum Details Timesheets

Timesheet instructions: You will submit a "timesheet" for each activity type you completed in a day. Use your best judgment for the activity category - you can use the comment to specify if you need. Aggregate your time - if you attend a onboarding in the morning for 1 hour, then a supervision meeting for 1 hour, then a training for 2 hours, you should submit 2 timesheets: one for 3 hours onboarding/training, and one for 1 hour supervision meeting. Your supervisor(s) are encouraged to approve your time every two weeks. You will not see your time accumulate until your supervisor approves the time.

From To Filter

Test Site | 1/20/2025 - 5/16/2026

Drag and drop the Timesheet Status column to group by it

+ Add new timesheet Save Cancel Refresh

Date	Duration	Unit	Activity	Attendance Status	Comment	Timesheet Status	Date Updated	Updated By
No data								

Page size: 25 0 items in 1 pages

Enter Correct Date

- Click on the correct date using the calendar or enter the date using the number keys on your keyboard.

Test Site | 1/20/2025 - 5/16/2026

Drag and drop the Timesheet Status column to group by it

+ Add new timesheet Save Cancel

Date	Duration	Unit	Activity	Attendance Status	Comment	Timesheet Status
Hours	None Selected	Attended - On Site				

September 2025

36 31 1 2 3 4 5 6

37 7 8 9 10 11 12 13

38 14 15 Monday, September 8, 2025

39 21 22 23 24 25 26 27

40 28 29 30 1 2 3 4

41 5 6 7 8 9 10 11

Duration

Enter Duration and Activity Type

- It's common to have **multiple entries per day** to reflect time spent on different activities.
- **For each type of activity you completed**, enter a separate timesheet entry.
- Enter the **number of hours worked** using your keyboard.
- Use the **dropdown menu** to select the activity type that best describes the work you completed during that time.

The screenshot shows the 'Test Site | 1/20/2025 - 5/16/2026' header. Below it is a blue bar with the text 'Drag and drop the Timesheet Status column to group by it'. A toolbar contains '+ Add new timesheet', 'Save', and 'Cancel' buttons. The main table has columns: Date, Duration, Unit, Activity, Attendance Status, Comment, and Timesheet Status. The first row shows '9/8/2025', '4.00' (highlighted with a red box), 'Hours', and 'Direct service' (selected in the Activity dropdown, which is also highlighted with a red box). The dropdown menu lists various activity types: Direct service, Seminar Class, Supervision or Liaison meetings, learning plan development, Research, Outreach/Development, Coordination/management, Policy development/advocacy (organization, local, state, national), Onboarding/Orientation Development, and None Selected. The 'Attendance Status' column shows 'Attended - On Site'. Below the table are sections for 'Totals', 'Activity Breakdown', and 'Subactivity breakdown', each with a table header and a 'No records to display.' message.

Select Attendance Status

- Use the **dropdown menu** to select your attendance status indicating where you completed the work.

This screenshot is similar to the previous one, but the 'Attendance Status' dropdown menu is open and highlighted with a red box. The menu options are: 'Attended - On Site' (selected), 'Attended - Remote', 'Absent - Excused', 'Absent - Unexcused', and 'Unexcused'. The 'Activity' column still shows 'Direct service'.

Add Another Timesheet Entry

This screenshot shows the 'Add new timesheet' button in the toolbar highlighted with a red box and a mouse cursor. The existing entry for '9/8/2025' with '4.00' hours and 'Direct service' activity is still visible below it.

Click “Save”

Test Site | 1/20/2025 - 5/16/2026

Drag and drop the Timesheet Status column to group by it

+ Add new timesheet **Save** X Cancel

Date ▼	Duration	Unit	Activity	Attendance Status	Comment	Timesheet Status
9/11/2025	2.00	Hours	Coordination/management	Attended - On Site		
9/11/2025	3.00	Hours	Outreach/Development	Attended - On Site		
9/9/2025	1.80	Hours	Seminar Class	Attended - On Site		
9/9/2025	3.00	Hours	Research	Attended - Remote		
9/8/2025	1.00	Hours	Supervision or Liaison meetings, learning plan development	Attended - On Site		
9/8/2025	4.00	Hours	Direct service	Attended - On Site		

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5

Entries are Submitted

- You can edit your timesheet entry after you save, as long as the timesheet is in “Submitted” status. Once it has been approved, you cannot edit it.

Test Site | 1/20/2025 - 5/16/2026

Drag and drop the Timesheet Status column to group by it

+ Add new timesheet **Save** X Cancel

Date ▼	Duration	Unit	Activity	Attendance Status	Comment	Timesheet Status
Thu - 9/11/2025	2.00	Hours	Coordination/management	Attended - On Site		Submitted >
Thu - 9/11/2025	3.00	Hours	Outreach/Development	Attended - On Site		Submitted >
Tue - 9/9/2025	1.80	Hours	Seminar Class	Attended - On Site		Submitted >
Tue - 9/9/2025	3.00	Hours	Research	Attended - Remote		Submitted >
Mon - 9/8/2025	4.00	Hours	Direct service	Attended - On Site		Submitted >
Mon - 9/8/2025	1.00	Hours	Supervision or Liaison meetings, learning plan development	Attended - On Site		Submitted >

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Resubmitting Entries

- **Important:** The system does not allow supervisors to include a reason when selecting “Resubmit.” If your supervisor chooses this option, be sure to follow up with them directly to understand what needs to be corrected before resubmitting your timesheet.

Test Site | 1/20/2025 - 5/16/2026

Drag and drop the Timesheet Status column to group by it

+ Add new timesheet Save X Cancel

Date ▼	Duration	Unit	Activity	Attendance Status	Comment	Timesheet Status
Sun - 9/14/2025	3.00	Hours	Direct service	Attended - On Site		Resubmit ⏪
Sun - 9/14/2025	1.00	Hours	Supervision or Liaison meetings, learning plan development	Attended - On Site		Approved ✓
Thu - 9/11/2025	2.00	Hours	Coordination/management	Attended - On Site		Approved ✓
Thu - 9/11/2025	3.00	Hours	Outreach/Development	Attended - On Site		Approved ✓
Tue - 9/9/2025	1.80	Hours	Seminar Class	Attended - On Site		Approved ✓
Tue - 9/9/2025	3.00	Hours	Research	Attended - Remote		Approved ✓
Mon - 9/8/2025	4.00	Hours	Direct service	Attended - On Site		Approved ✓
Mon - 9/8/2025	1.00	Hours	Supervision or Liaison meetings, learning plan development	Attended - On Site		Approved ✓

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Make Corrections

- After following up with your supervisor, make the appropriate corrections to the entry.

Test Site | 1/20/2025 - 5/16/2026

Drag and drop the Timesheet Status column to group by it

+ Add new timesheet Save X Cancel

Date ▼	Duration	Unit	Activity	Attendance Status	Comment	Timesheet Status
Sun - 9/14/2025	3.00	Hours	Direct service	Attended - On Site		Resubmit ⏪
Sun - 9/14/2025	1.00	Hours	Supervision or Liaison meetings, learning plan development	Attended - On Site		Approved ✓
Thu - 9/11/2025	2.00	Hours	Coordination/management	Attended - On Site		Approved ✓
Thu - 9/11/2025	3.00	Hours	Outreach/Development	Attended - On Site		Approved ✓
Tue - 9/9/2025	1.80	Hours	Seminar Class	Attended - On Site		Approved ✓
Tue - 9/9/2025	3.00	Hours	Research	Attended - Remote		Approved ✓
Mon - 9/8/2025	4.00	Hours	Direct service	Attended - On Site		Approved ✓
Mon - 9/8/2025	1.00	Hours	Supervision or Liaison meetings, learning plan development	Attended - On Site		Approved ✓

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Click "Save"

Test Site | 1/20/2025 - 5/16/2026

Drag and drop the Timesheet Status column to group by it

+ Add new timesheet **Save** X Cancel

Date ▼	Duration	Unit	Activity	Attendance Status	Comment	Timesheet Status
Sun - 9/14/2025	4.00	Hours	Direct service	Attended - On Site		Resubmit <
Sun - 9/14/2025	1.00	Hours	Supervision or Liaison meetings, learning plan development	Attended - On Site		Approved ✓
Thu - 9/11/2025	2.00	Hours	Coordination/management	Attended - On Site		Approved ✓
Thu - 9/11/2025	3.00	Hours	Outreach/Development	Attended - On Site		Approved ✓
Tue - 9/9/2025	1.80	Hours	Seminar Class	Attended - On Site		Approved ✓
Tue - 9/9/2025	3.00	Hours	Research	Attended - Remote		Approved ✓
Mon - 9/8/2025	4.00	Hours	Direct service	Attended - On Site		Approved ✓
Mon - 9/8/2025	1.00	Hours	Supervision or Liaison meetings, learning plan development	Attended - On Site		Approved ✓

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Entry is Resubmitted

- The entry can still be edited until approved by your supervisor.

Test Site | 1/20/2025 - 5/16/2026

Drag and drop the Timesheet Status column to group by it

+ Add new timesheet **Save** X Cancel

Date ▼	Duration	Unit	Activity	Attendance Status	Comment	Timesheet Status
Sun - 9/14/2025	4.00	Hours	Direct service	Attended - On Site		Submitted >
Sun - 9/14/2025	1.00	Hours	Supervision or Liaison meetings, learning plan development	Attended - On Site		Approved ✓
Thu - 9/11/2025	2.00	Hours	Coordination/management	Attended - On Site		Approved ✓
Thu - 9/11/2025	3.00	Hours	Outreach/Development	Attended - On Site		Approved ✓
Tue - 9/9/2025	1.80	Hours	Seminar Class	Attended - On Site		Approved ✓
Tue - 9/9/2025	3.00	Hours	Research	Attended - Remote		Approved ✓
Mon - 9/8/2025	4.00	Hours	Direct service	Attended - On Site		Approved ✓
Mon - 9/8/2025	1.00	Hours	Supervision or Liaison meetings, learning plan development	Attended - On Site		Approved ✓

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Entries are Approved

Test Site | 1/20/2025 - 5/16/2026

Drag and drop the Timesheet Status column to group by it.

+ Add new timesheet Save X Cancel

Date ▼	Duration	Unit	Activity	Attendance Status	Comment	Timesheet Status
Thu - 9/11/2025	2.00	Hours	Coordination/managem	Attended - On Site		Approved ✓
Thu - 9/11/2025	3.00	Hours	Outreach/Development	Attended - On Site		Approved ✓
Tue - 9/9/2025	1.80	Hours	Seminar Class	Attended - On Site		Approved ✓
Tue - 9/9/2025	3.00	Hours	Research	Attended - Remote		Approved ✓
Mon - 9/8/2025	4.00	Hours	Direct service	Attended - On Site		Approved ✓
Mon - 9/8/2025	1.00	Hours	Supervision or Liaison meetings, learning plan development	Attended - On Site		Approved ✓

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