How to start filling in Coop timesheets in Hour Republic

* after you have created an account

STEP 1- Log in
STEP 2- Switch from Volunteer to **Coop Dashboard**
STEP 3- Click on **Weekly Log**
STEP 4- Under **Submit Hours** enter the following: Company Name, Supervisor email, phone number
STEP 5- Move down the page to the day that you just worked (I.e. Thursday Feb 9, 2017) and click on **+Add Shift**
STEP 6- Enter **start time** and **end time**. DO NOT PUT A BREAK and DO NOT PUT TRAVEL TIME IF YOU GET IT- I have to do that separately
STEP 7- Click on **Save Draft**
STEP 8- After a Monday to Friday week has been completed then click on **Submit Hours**

Supervisor Name

Alison McLean

Supervisor Email
alison.mclean@ottawa.ca

Supervisor Phone
(613)798-8970

Ext

Overall Description of Work Activities This Week

Skills Learned

Choose which skills you learned

Work Week (starting on)
2017-02-06

Monday, February 6, 2017

Tuesday, February 7, 2017
+ Add Shift

Wednesday, February 8, 2017
+ Add Shift

Thursday, February 9, 2017
+ Add Shift

+ Add Shift

2017-02-06

Monday, February 6, 2017
+ Add Shift

Tuesday, February 7, 2017
+ Add Shift

Wednesday, February 8, 2017
+ Add Shift

Type
+ Add Shift
Co-op Placement (Unpaid)

✕ Delete Shift

Start Time | Lunch/Break | End Time | Total
minutes | | 2 hours, 30 minutes

Work Activities

Viewed a Neutering & was shadowing the other employees while I learnt locations of equipment

Attendance
☐ Absent
☐ Late

Thursday, February 9, 2017

Friday, February 10, 2017
+ Add Shift

Saturday, February 11, 2017
+ Add Shift

+ Add Shift

Co-op Placement (Unpaid) ▾

Start Time **Lunch/Break** ⓘ **End Time** **Total**

[3:00pm ▾] [   ] minutes [3:30pm ▾] 2 hours, 30 minutes.

Work Activities

Viewed a Neutering & was shadowing the other employers wife I learnt locations of equipment

Attendance

☐ Absent ⓘ
☑ Late

Thursday, February 9, 2017

Friday, February 10, 2017

➕ Add Shift

Saturday, February 11, 2017

➕ Add Shift

Sunday, February 12, 2017

➕ Add Shift

Total Hours
2.50

➕ Add Shift

[Submit Hours] [Save Draft]