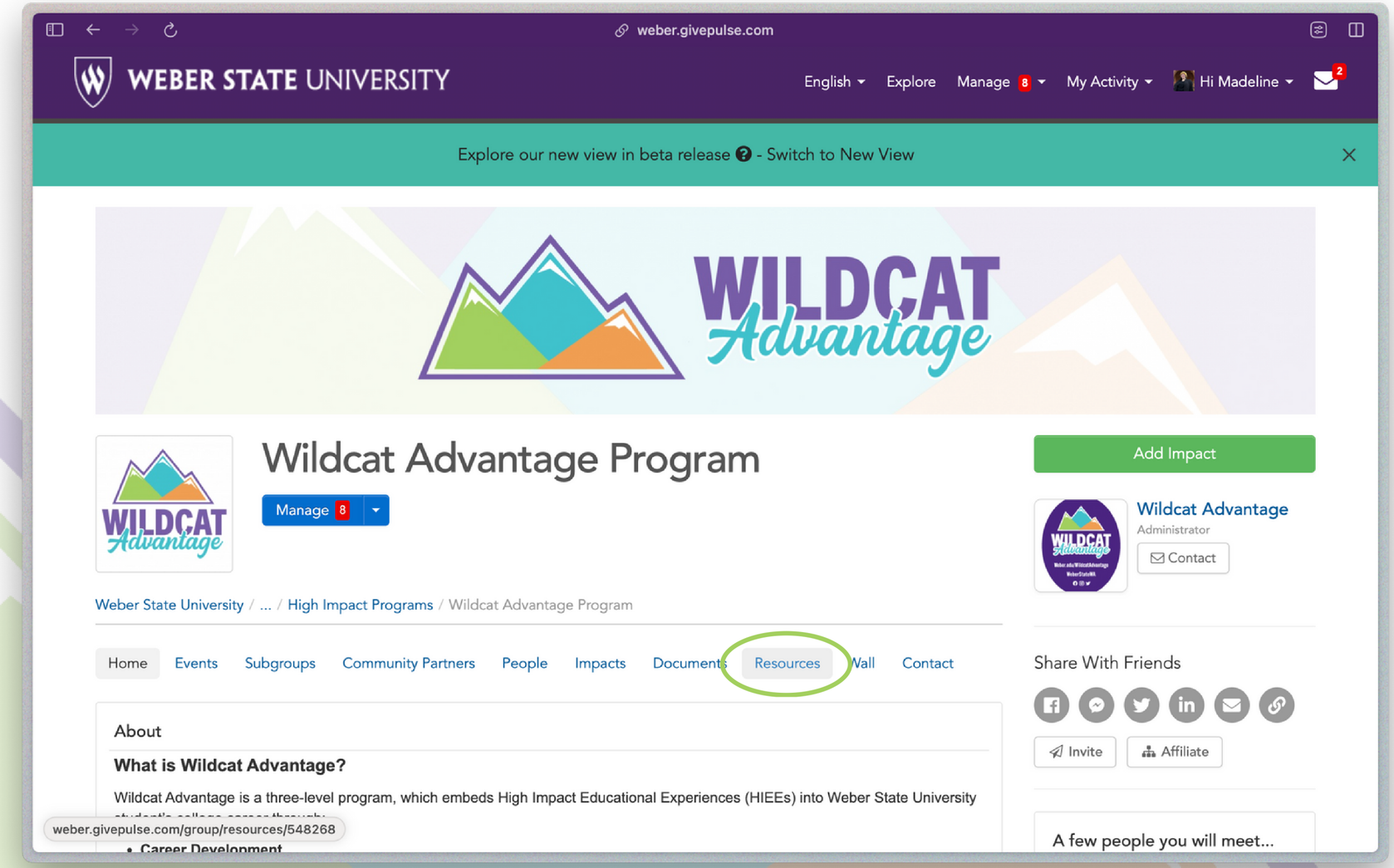
Logging Hours in GivePulse

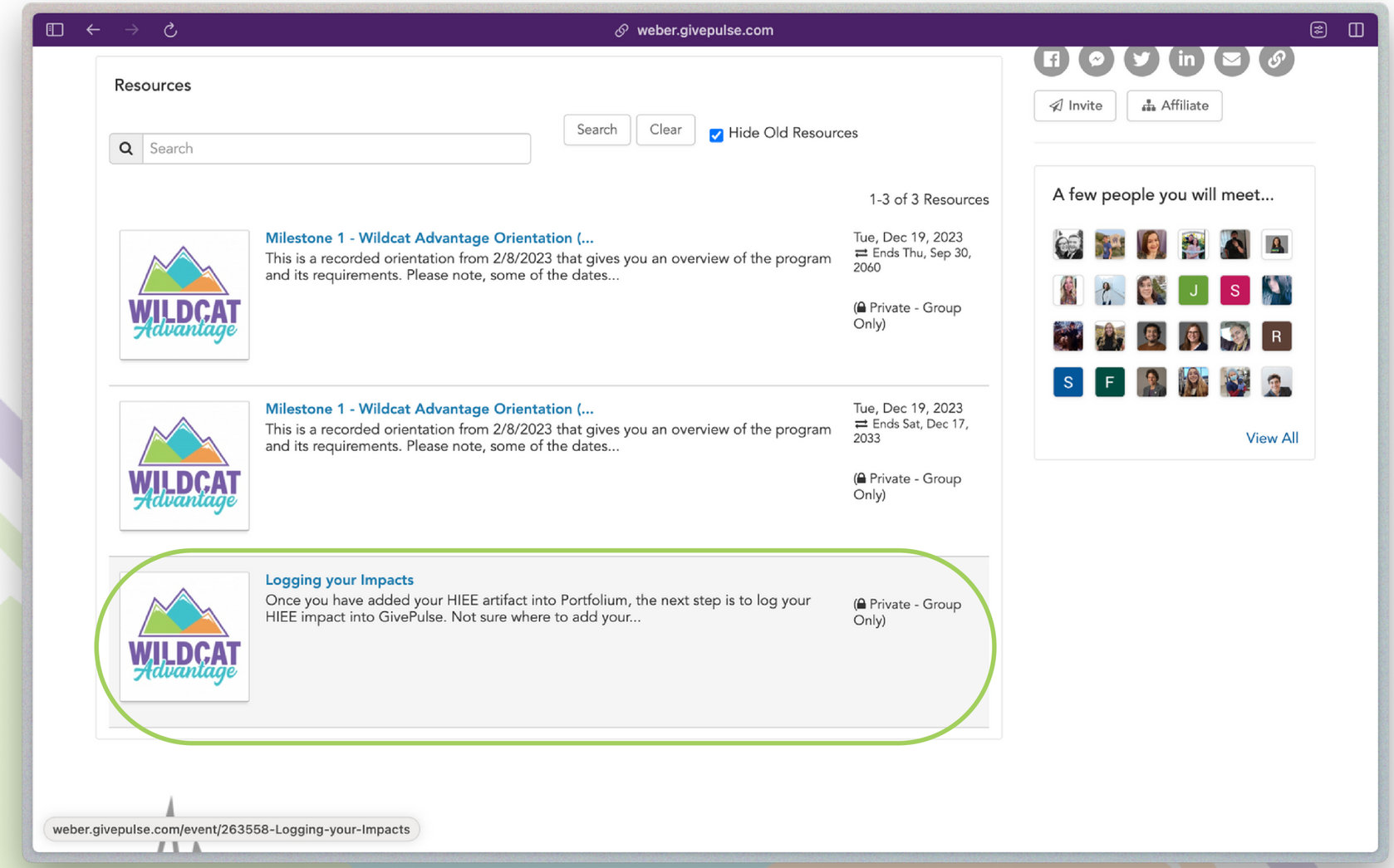
Student Version

- HIEE participation hours are submitted via GivePulse and WSU's Time and Attendance System (TAS).
- To receive payment, students must clock in/out in real time using TAS. By the end of the week, students must also log all HIEE participation hours in GivePulse. Logged hours in GivePulse and TAS must match exactly.
- Students must clock out during a break, including class and at the end of a shift. Students may take one 15-minute break for every 4 hours worked without clocking out.
- Participation hours must be submitted every Friday by 11:59 PM.



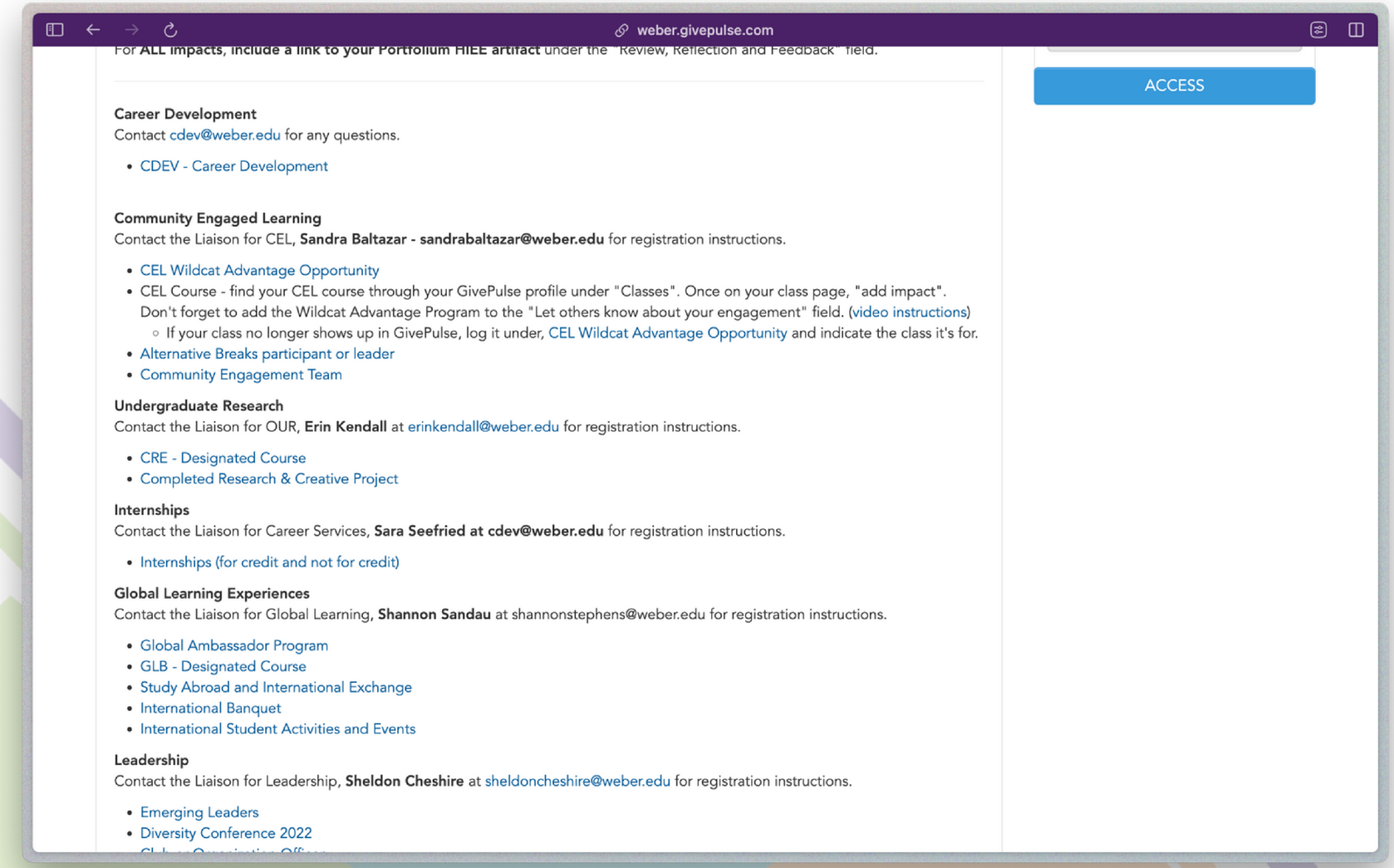
Go to the Wildcat Advantage page in GivePulse

Click on the **Resources** Tab

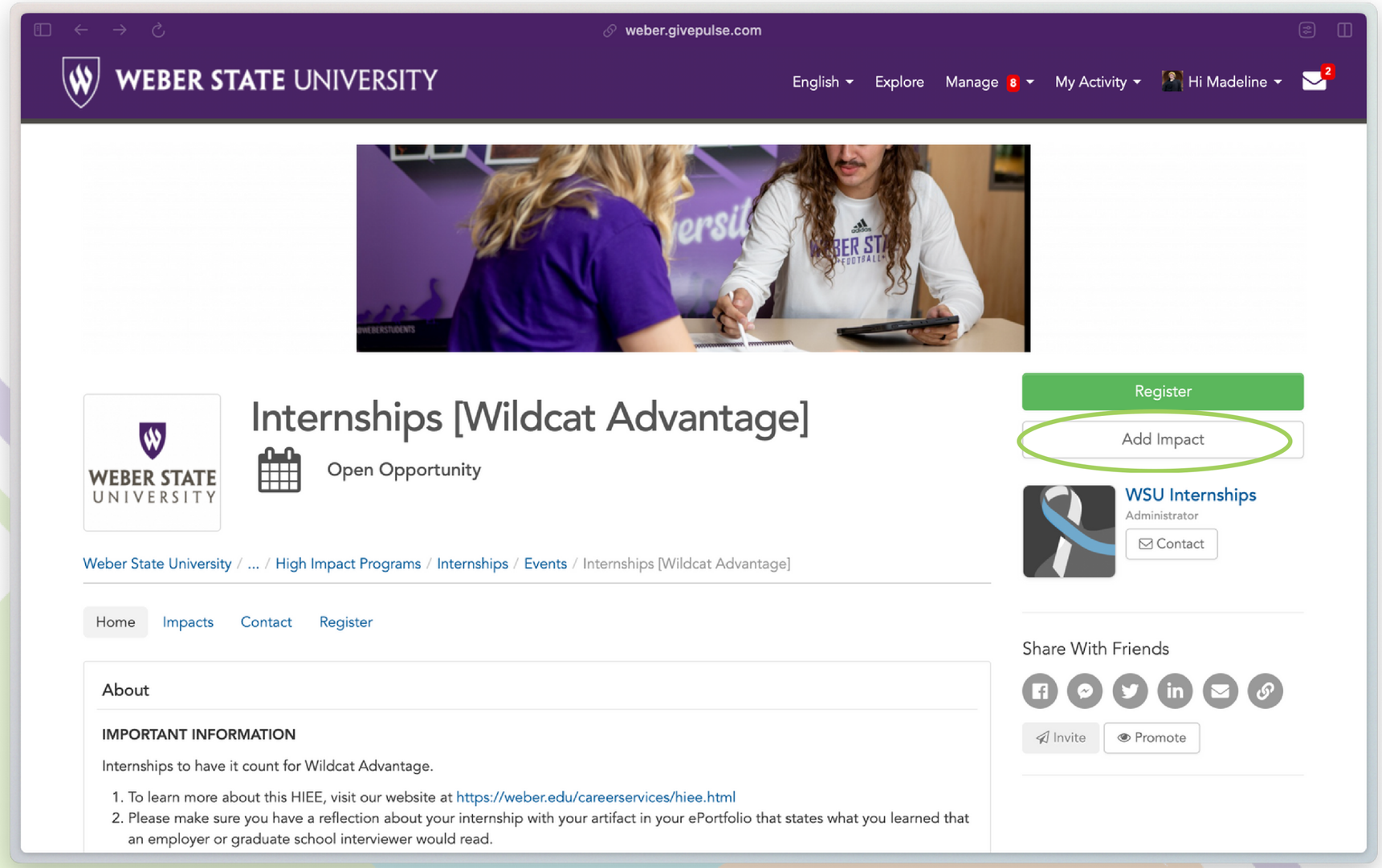


Select **Logging your Impacts**

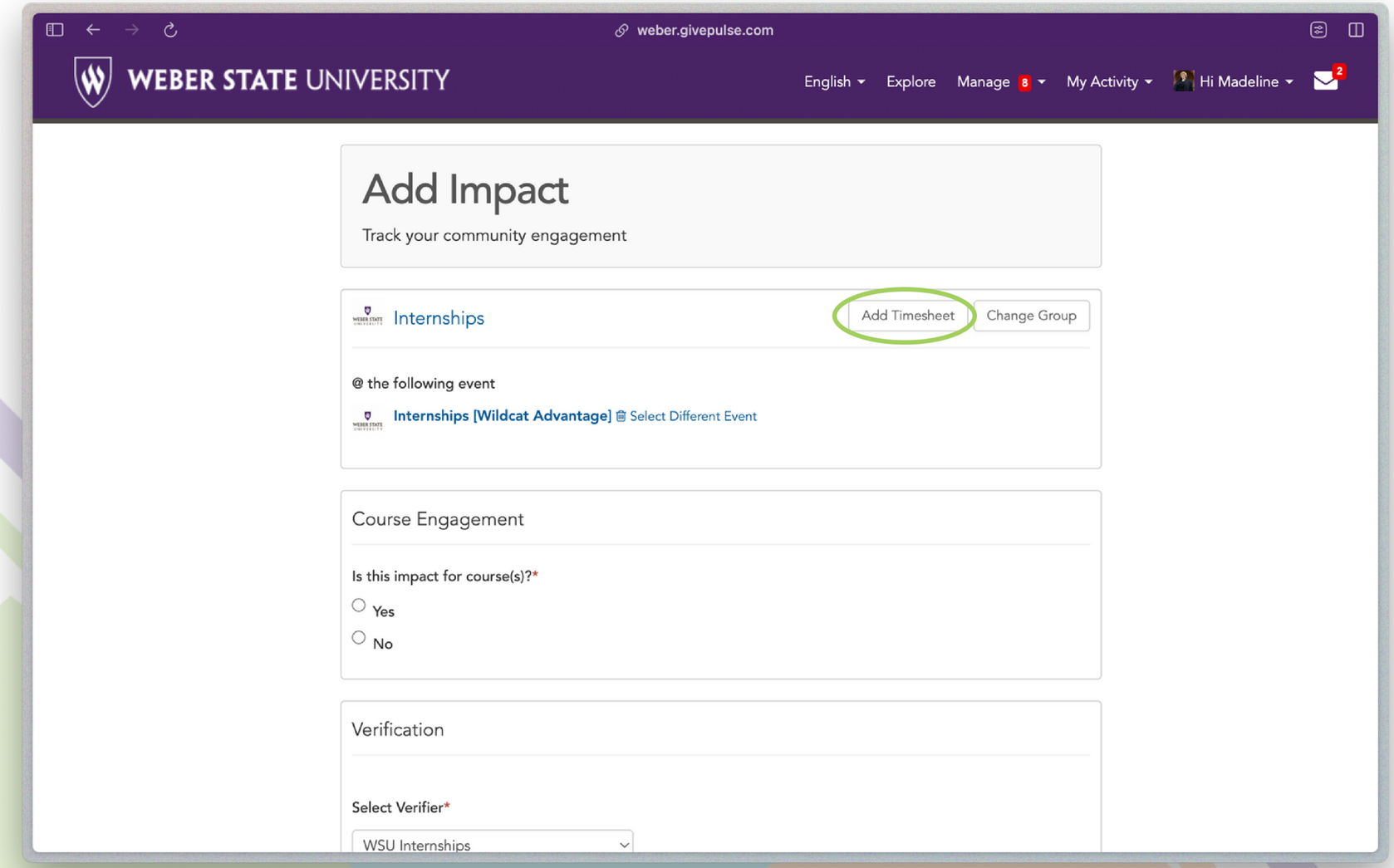
(You may need to scroll down to see this option)



Click on the link that corresponds with the HIEE you are participating in.

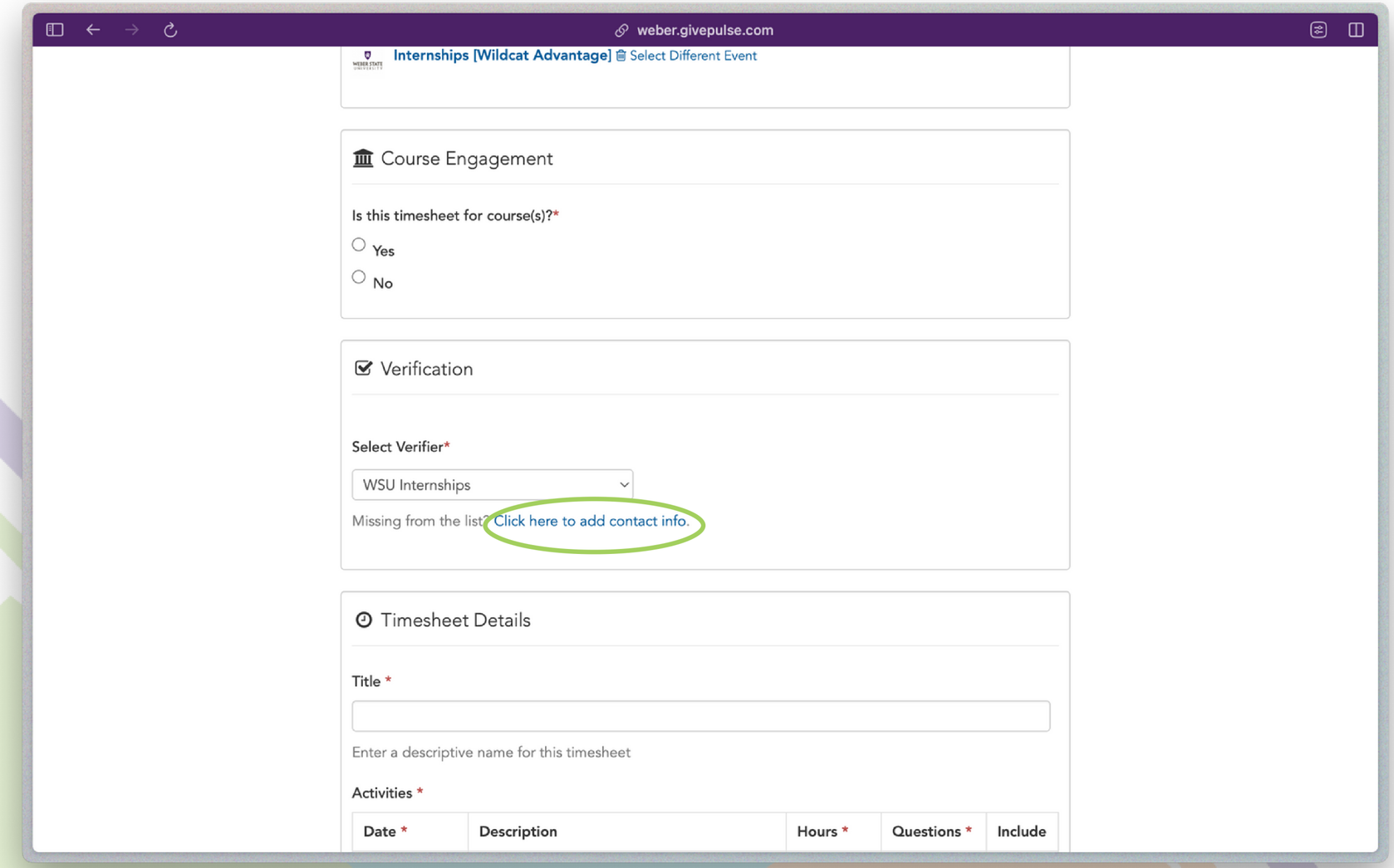


Once on your HIEE's page, click **Add Impact**

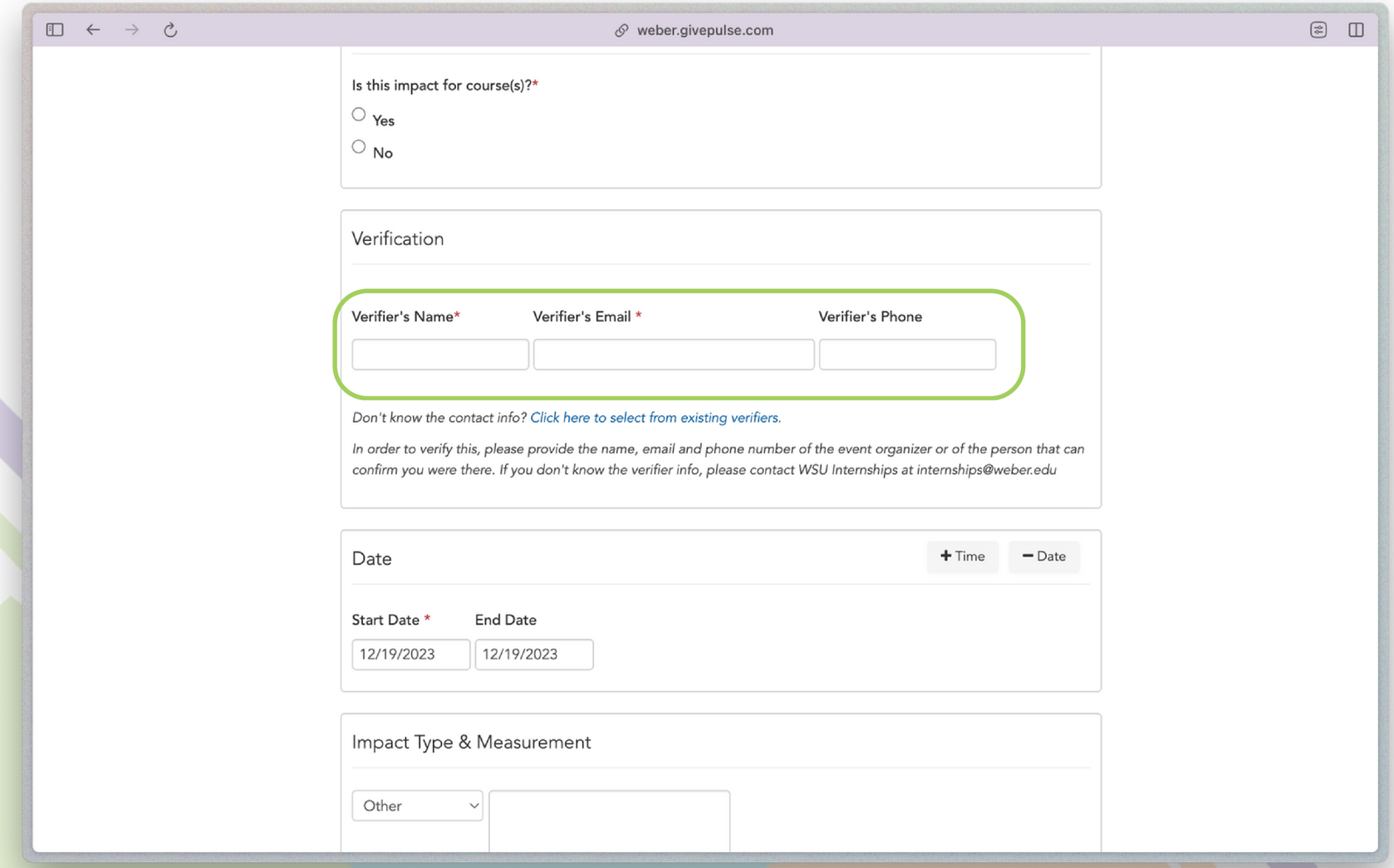


Click **Add Timesheet** and fill in the required information

My verifier is not listed! What do I do?

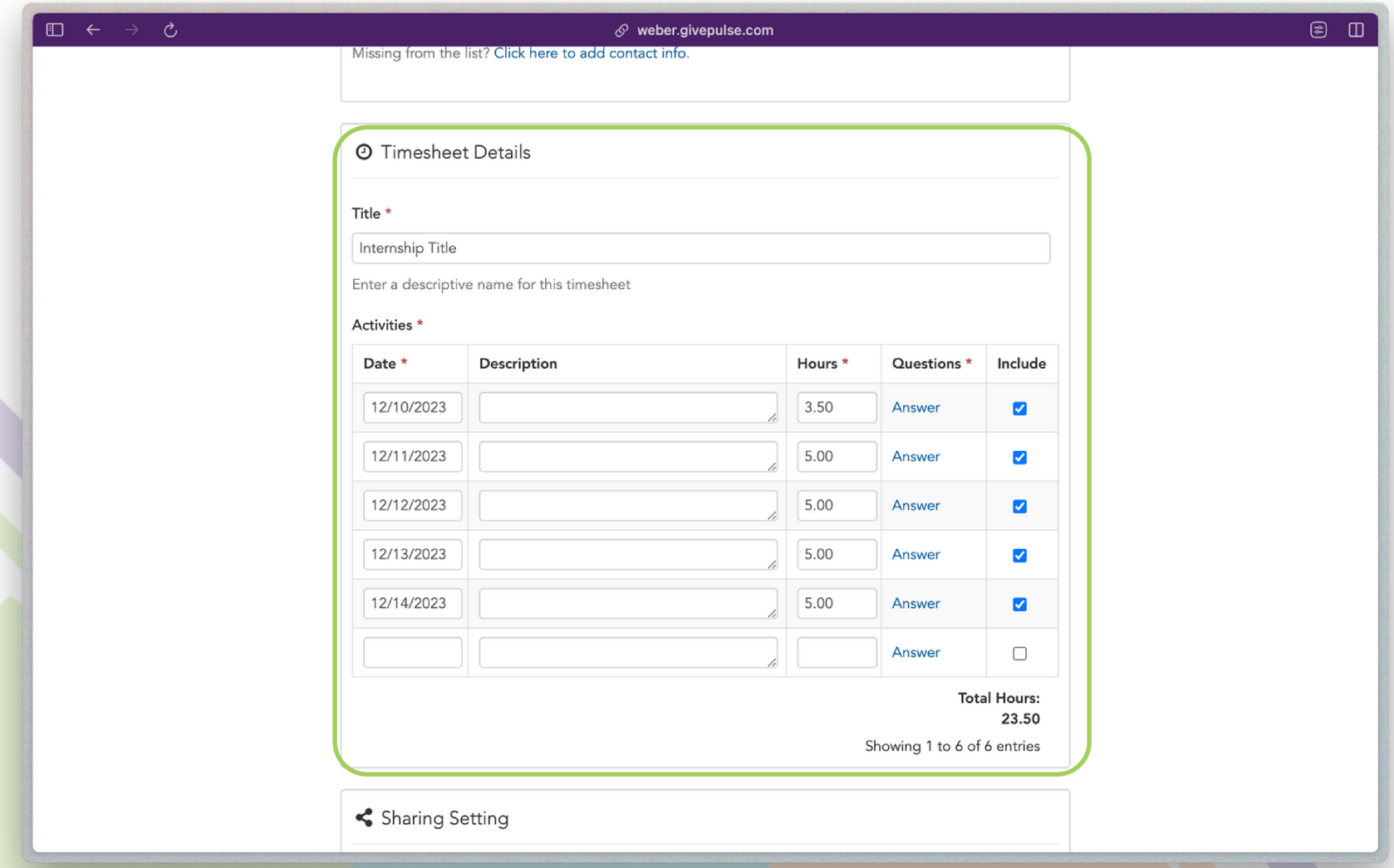


Click on **Click Here** to add information for your verifier.



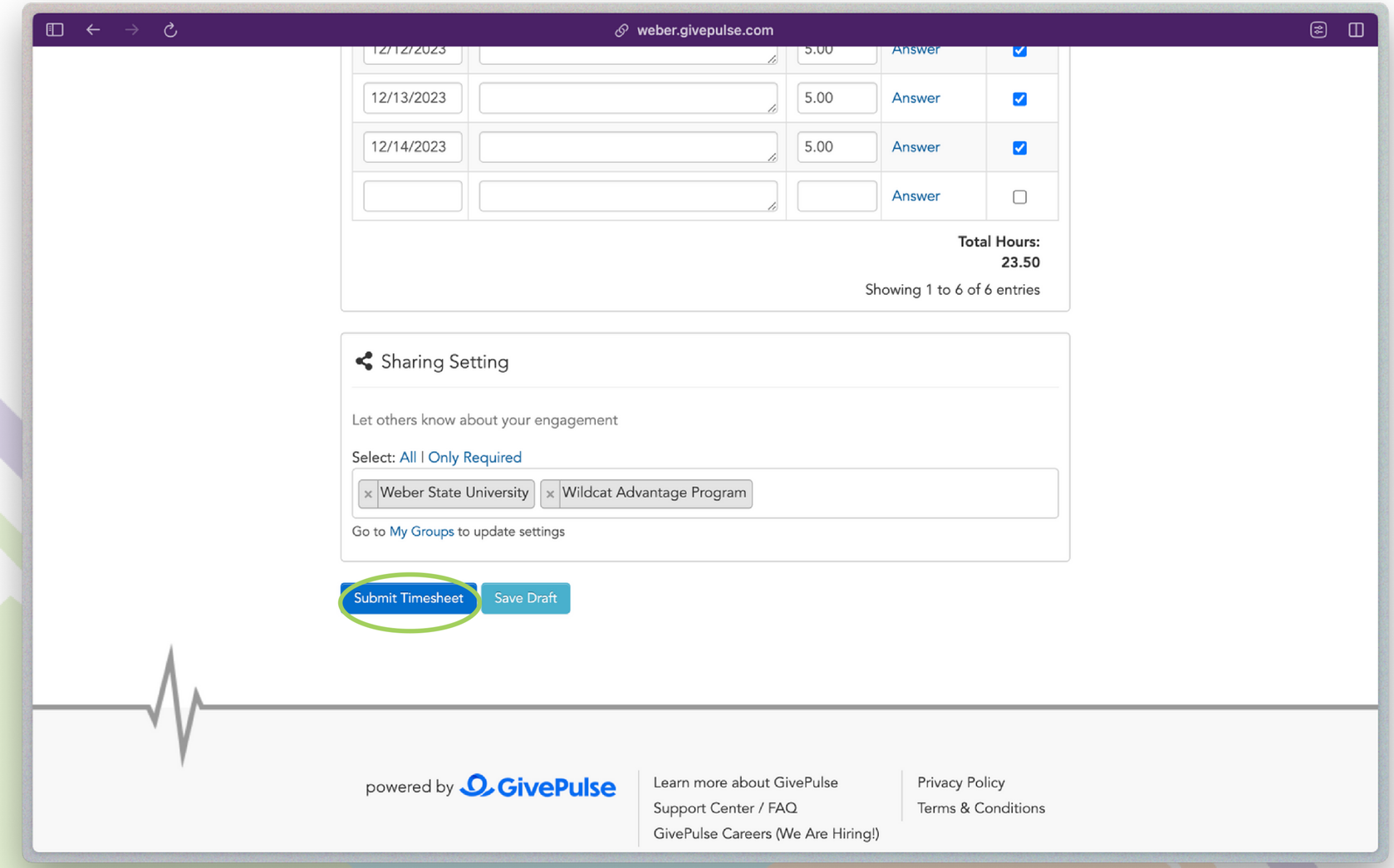
Fill out the required information

Double check that the contact information is correct



The **Title** on your timesheet should reflect the HIEE that you are participating in

The **Activities** section will automatically add extra rows beyond the first five instances



Click **Submit Timesheet** once you provide all the needed information