

# **Logging Hours in GivePulse**


**Verifier 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 verified every Saturday by 11:59 PM.

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Webber State University



**Jenny Frame**  
Administrator  
Contact

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**About**

**GivePulse**  
126,856 People | 44,254 Impacts | 276,117 Hours

Campus groups (369) View All

A few people you will meet...

Open GivePulse  
Click on the **Manage**  
Tab

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Events  
Registrations  
Impacts 8  
Wildcat Advantage Program  
View All

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A few people you will meet...

Select **Impacts**

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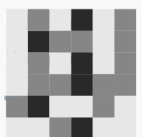
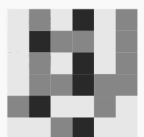
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 **Madeline Witt**  
Manage Timesheets

Impacts | Timesheets

1 - 3 of 3 Timesheets

Title	Created	Name	Primary Group	Event	Start Date	End Date	Total Hours	Verified	Requested Verifier	Share Group	Actions
								<input type="text"/>			
	0000-00-00 00:00:00		Wildcat Advantage Program		02/17/2023	04/24/2023	30.00	Verified	Barrett Bonella	• C W P D (3)	<input type="text"/>
	09/21/2022		Wildcat Advantage Program		09/13/2022	09/20/2022	4.00	Verified	Wildcat Advantage	• W St U	<input type="text"/>
	0000-00-00 00:00:00		Wildcat Advantage Program		04/25/2022	09/30/2022	6.75	Unverified	Sherri Vasas	• H Pr (4 • W St U	<input type="text"/>

Navigate to the **Timesheets** tab

Click on the title of the entry you need to verify

Timesheet will be labeled as **Unverified**

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[← To my timesheets](#) Timesheet [Options ▾](#)

- Edit
- Resend Verification Request
- Verify All**
- Export PDF

6.75 Hours

April 25, 2022 - September 30, 2022

Date	Description	Hours	Include
04/25/2022		1.75	<input checked="" type="checkbox"/>
09/30/2022		5.00	<input checked="" type="checkbox"/>

Impact given to:

givepulse.com/impact/timesheet/42968#

Click on **Options**

Click on **Verify All** if the logged hours are correct

**What do I do if I need to make changes to a timesheet?**

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- Edit**
- Resend Verification Request
- Verify All
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**6.75**  
Hours

April 25, 2022 - September 30, 2022

Date	Description	Hours	Include
04/25/2022		1.75	<input checked="" type="checkbox"/>
09/30/2022		5.00	<input checked="" type="checkbox"/>

Impact given to:

givepulse.com/impact/timesheet/42968#

Click on **Options**

Click on **Edit** if changes need to be made



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Missing from the list? [Click here to add contact info.](#)

### Timesheet Details

Title \*

Internship Title

Enter a descriptive name for this timesheet

Activities \*

Date *	Description	Hours *	Questions *	Include
12/10/2023		3.50	Answer	<input checked="" type="checkbox"/>
12/11/2023		5.00	Answer	<input checked="" type="checkbox"/>
12/12/2023		5.00	Answer	<input checked="" type="checkbox"/>
12/13/2023		5.00	Answer	<input checked="" type="checkbox"/>
12/14/2023		5.00	Answer	<input checked="" type="checkbox"/>
			Answer	<input type="checkbox"/>

Total Hours: 23.50

Showing 1 to 6 of 6 entries

Sharing Setting

Make any changes to the hours or dates submitted within the box labeled **Timesheet Details**

Scroll down and click **Save Timesheet**, then continue verification process on Slide 6