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.
Open GivePulse
Click on the Manage Tab
Select Impacts
Navigate to the **Timesheets** tab
Click on the title of the entry you need to verify
Timesheet will be labeled as **Unverified**
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?
Click on **Options**

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