Logging Field Hours in Sonia

Once you log into Sonia, click on Placements.

You should be able to see your agency in this section of Sonia.

Click on Timesheets to add placement hours.

Once you are in this section, you will click on + add new timesheet.
You will enter a **date**, **time in**, and **time out** every day you are in field.

This will calculate your total number of hours in field.