

Logging Field Hours in Sonia

Once you log into Sonia, click on **Placements**.

The screenshot shows the top navigation bar of the Sonia application with the following items: Home, Placements (highlighted in green), Forms, My Details, Checks, History, Documents, Sites, and Calendar. Below the navigation bar, a blue header displays "MSW 1 2020" with "Details" and "Timesheets" buttons. Underneath, the placement details are listed: "OSU - Columbus Free Clinic | Mental Health & Substance Abuse | 7/28/2019 - 5/8/2020 (Monday, Tuesday, Wednesday, Thursday, Friday, Saturday)".

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

Click on **Timesheets** to add placement hours.

The screenshot shows the "Timesheets" view for the placement "MSW 1 2020" at "OSU - Columbus Free Clinic | 7/28/2019: 5/8/2020". It includes a date range filter (From: [] To: [] Filter) and a table with columns: Date, Time In, Break (min), Time Out, Duration, Unit, Activity, Attendance Status, Comment, Timesheet Status, Date Updated, and Updated By. A blue bar at the top of the table contains the button "+ Add new timesheet" (circled in red), "Save", and "Cancel". Below the table, there are sections for "Totals" and "Activity Breakdown". The "Activity Breakdown" section shows a table with columns "Activity" and "Duration", and a message "No records to display." at the bottom.

Once you are in this section, you will click on **+ add new timesheet**.

MSW 1 2020 Details Timesheets

OSU - Columbus Free Clinic | 7/28/2019: 5/8/2020

From To Filter

Drag and drop the Timesheet Status column to group by it

+ Add new timesheet Save Cancel Refresh

Date	Time In	Break (min)	Time Out	Duration	Unit	Activity	Attendance Status	Comment	Timesheet Status	Actions	Date Updated	Updated By
8/12/2019		0			Hours	None Selected	Present					
Tue - 8/13/2019	8:00 AM	0	5:00 PM	9.00	Hours		Present		Submitted >		8/13/2019 12:09 PM	gammon,34

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Totals

Expected	Approved	Remaining	Total Submitted	Requires Resubmission	Awaiting Approval
0.00 Hours	0.00 Hours	0.00 Hours	9.00 Hours	0.00 Hours	9.00 Hours

Activity Breakdown

Duration
No records to display.

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.