

## Time Sheet Instructions

If desired, students &/or internship supervisors can download a shared online Google Excel spreadsheet to record hours worked throughout an internship assignment.

This spreadsheet can be used in multiple ways. Here are four:

1. **Manually** - Print and use as a hard copy time sheet to record your time manually.
2. **As an Excel Spreadsheet on your computer** - Download it as an Excel file and save to your computer to type in your hours. Addition formulas for weekly and grand total hours have already been entered so that calculations are automatic.
3. **As an Excel spreadsheet on Google** - Download it as an Excel file; then, from within Google Documents Main Page, upload it (the “**Upload...**” button is in the upper left corner under the Hope logo when you are in on your Google ‘Documents’ page) to your Google documents under a new name to record time for your own use from any computer that you can access to Hope1Mail from.
4. **As a shared Excel spreadsheet online** - Same as number #3 but also ‘share’ it online with your supervisor. While the newly uploaded is open, look for the ‘**Share**’ dropdown menu in the upper right hand corner. Enter your supervisors email address to share with a specific person or persons.

Please follow this procedure to access the template:

<https://spreadsheets.google.com/ccc?key=0AnQHmRRb0gVadGJiT3FCWldydmhsZ05FM3RiRkoydHc&hl=en&authkey=CNGFrqcF>

If you choose to continue using it as a Google document, you must download it to your computer as an Excel file, rename it, and then upload it under the new name. Once uploaded, you are then free to share it with whoever needs to view or approve it based on your internship site requirements.

**CAUTION:** Please do not use the form in its current location because everyone will be able to see what is entered!

**You can find this document, including the easy-to-use link to the template, at:**

<http://www.hope.edu/academic/studiesinmin/internships.html>