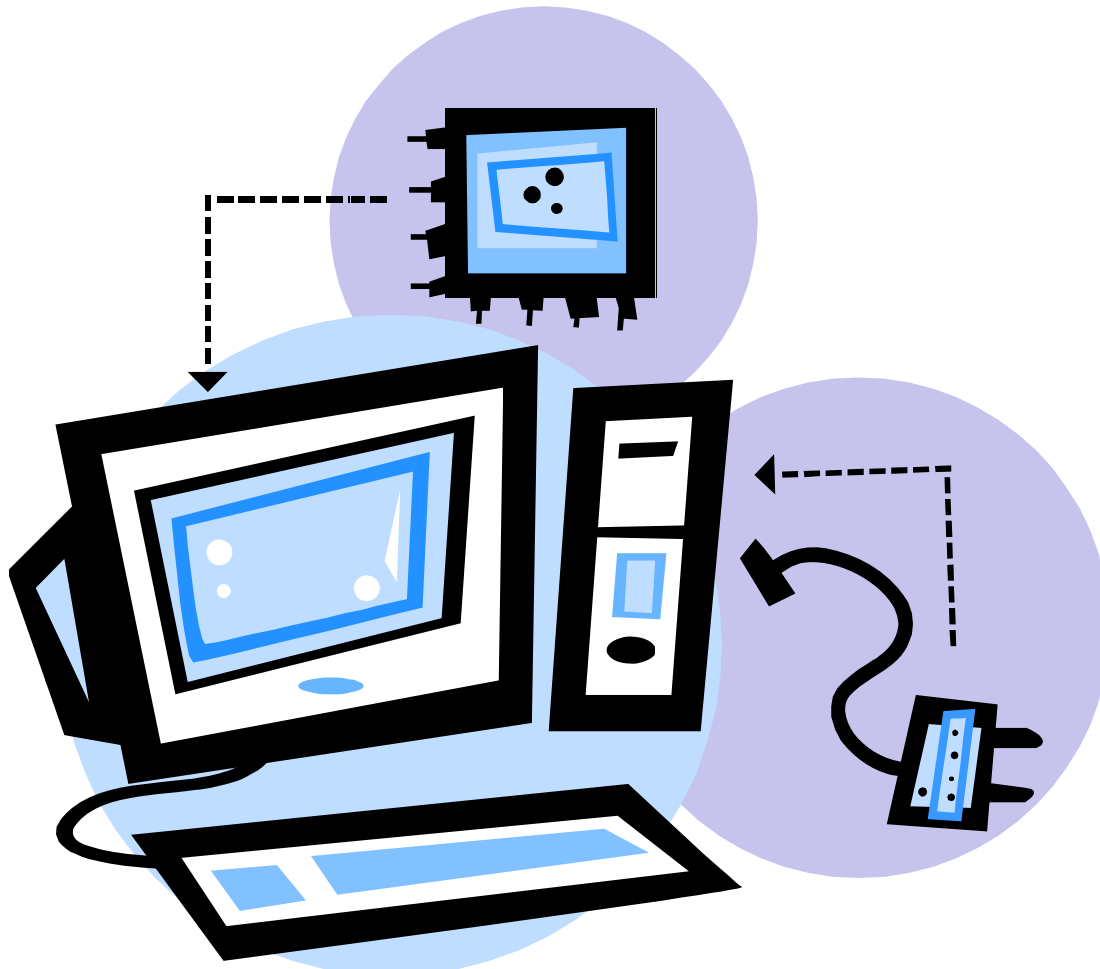


University of South Dakota

Technology Fellows

Basic Information Packet



This packet is designed for University of South Dakota Tech Fellow and discusses SNAP Timesheets and Weekly Reports.

SNAP

<http://snap.sdbor.edu>

Accessing SNAP & Entering Hours

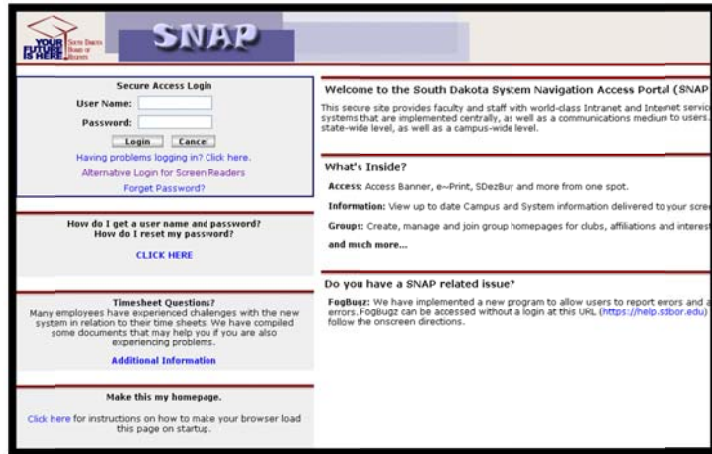
SNAP is an online resource you will utilize to document the hours you work. SNAP timesheets must be submitted by the 18th of every month.

You should receive your username and password for SNAP from ITS. If you have not received this, contact the help desk and request your SNAP login information. Once you have a username and password, log into SNAP. You will submit your times online by clicking on the active month (blue hyperlink) in the “Time Reporting” box, located under “Time Sheet.”

To enter your hours, simply click the top “Enter Hours” link correlating to the appropriate day. This will take you to a page that allows you to actually input the hours you worked. Please pay attention to the “AM” and “PM” time stamps and ensure you are entering the correct hours. Also, make sure you use appropriate time format (12:00 rather than just 12) when entering your times. Click “Save” when you are done entering your hours for the day. Then, click “Time Sheet” to go back to the timesheet.

Submitting Your SNAP Timesheet

Your SNAP timesheet must be submitted by the 18th of every month. Understandably, this means you may have to estimate your project times for a few days in order to complete the timesheet. **You must both email a print-screen view of your timesheet to CTL and submit directly in SNAP.**

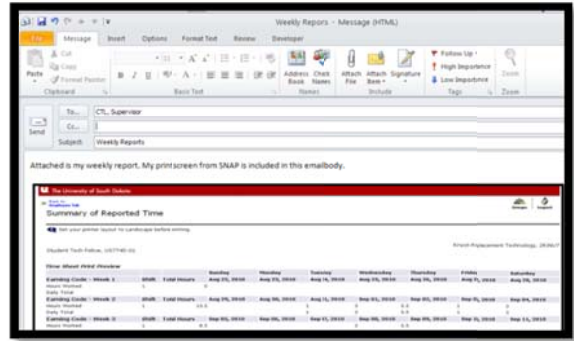


Print Screen Shortcuts

PC: “Print Scrn” button
 MAC: “Apple key” + “Shift” + “3”

Emailing Your Report

While viewing your timesheet, click the “Print Preview” button to view the entire pay period. Take a print-screen/snapshot of your page. In your 4th weekly report, paste the print screen directly into the body of the email and make sure your weekly report is added as an attachment. Send this to **both CTL and your supervisor.**



Make sure your timesheet print screen includes your name. You must make sure your name is visible on the print screen!

Submitting Via SNAP

While viewing your timesheet, you should see a “Submit for Approval” button next to the “Print Preview” button. By clicking the “Submit for Approval” button, you will have submitted your SNAP timesheet for approval. You should also note that you will no longer be able to edit your time sheet for that month once you submit it.

Weekly Reports

To download a copy of the blank weekly report form, please go to <http://link.usd.edu/851> (you will be prompted to log in using your MyU username and password). A page entitled “Enhancing Your Education / Technology Fellows” should appear. If you scroll down to the bottom of that page, you should be able to download the word document entitled *Weekly Report Sheet*. This is a form that will allow you to enter your projects and hours, organized by work week.

Technology Fellow Weekly Report			
Document the projects you have worked on and the hardware and software that you have used each week. Include the approximate number of hours spent with each project or program.			
These reports will correspond with the payroll cycle, 22 nd through the 21 st . They are always due on the 18 th and should always be prorated through the 21 st .			
Week 1	Date: 9/22/2010	-	9/24/2010
Created tutorials			5.00
Answered D2L questions			2.00
Created Word document forms			4.00
Number of hours spent on these projects:			11.00
Student Name			9/4/2010
Student Name			Date

When you open your form and click on the date areas, you can select the dates on a pop up calendar.

AND

Don't forget to include your SNAP print screen (with your name) directly in the email of your fourth weekly report!

Notice that this one document contains four weeks. Your weeks should correspond to the pay period. The pay period starts on the 22nd of one month and ends on the 21st of the next. It is up to you and your supervisor to decide what day every week you will send them this form. You only fill out the form one week at a time, and send that updated form once every week (week 1 you only have that week filled in and emailed, week 2 you have weeks 1 & 2 filled in, etc). **Towards the end of the fourth week, by the 18th of the month, you must submit the completed form to both your supervisor and CTL (ctl@usd.edu).** Understandably, this means you may have to estimate your project times for a few days in order to complete the week.