

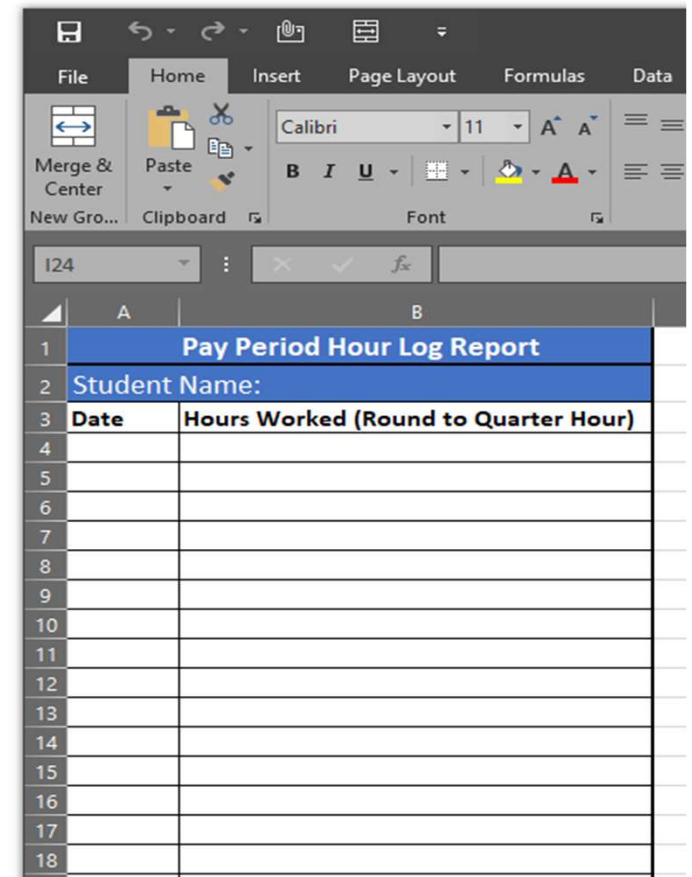
# Introduction to Logging Work Hours in Summit for Community Engaged Fellow Internships

## Before you begin: Keep track of your hours!

Being paid for your Community Engaged Fellow Internship will require you to indicate how many hours you worked on each day of a pay period.

To this end, we highly recommend that you keep track of your hours as you go. Not only will this help you when you go to put your hours into Banner (the official payroll system), but you will also be required to upload a document into Summit that clearly breaks down your hours. We'll show you where to do that in a few slides.

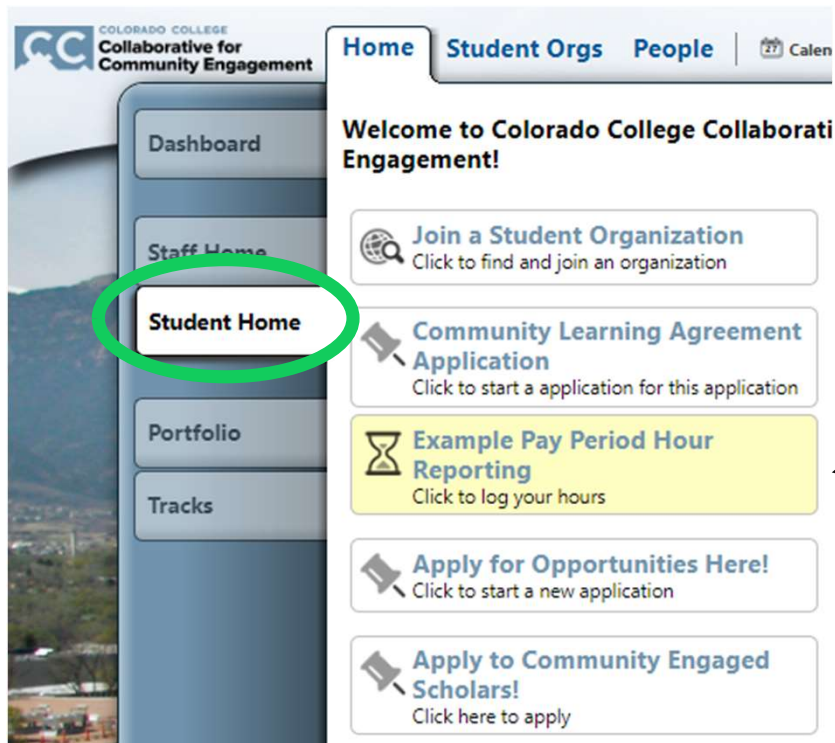
The CCE provides a template that you can use – available from our website, but you can also create your own if you wish. It should include your name, the dates you worked, and how many hours you worked on each date.



The image shows a screenshot of a Microsoft Excel spreadsheet template. The ribbon at the top includes 'File', 'Home', 'Insert', 'Page Layout', 'Formulas', and 'Data'. The 'Home' tab is active, showing options for 'Merge & Center', 'Paste', 'Clipboard', and 'Font'. The font is set to 'Calibri' with a size of '11'. The spreadsheet has two columns, 'A' and 'B', and 18 rows. Row 1 is a blue header row with the text 'Pay Period Hour Log Report'. Row 2 is a blue header row with the text 'Student Name:'. Row 3 is a blue header row with the text 'Date' in column A and 'Hours Worked (Round to Quarter Hour)' in column B. Rows 4 through 18 are empty, with columns A and B available for data entry.

	A	B
1		Pay Period Hour Log Report
2		Student Name:
3	Date	Hours Worked (Round to Quarter Hour)
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		

# Summit Hour Reporting



In addition to logging your hours in Banner to get paid, all Community Engaged Fellows and Community Work Study students will be required to input the information in Summit, for approval by their off-campus supervisor.

This will facilitate record-keeping, and ensure an easier process for direct supervisors.

The button to click for logging your hours for the current pay period will appear on your "Student Home" tab in Summit.

The deadline for submitting hours for a given pay period in Summit will be sooner than Banner in order to give your supervisor time to approve your submission.

**New Registration**

1. Participant  
2. Engagement Opportunity  
3. Review

2019/2020 Community Engaged Fellowship  
Open Until 8/28  
0 Registered  
**Example Hour Reporting Form** (Pay Period Dates Here) [Details...] [Remove](#) **Selected**

**Participant Information**  
Please provide all requested information.

**Participant Details - Richard Bishop**

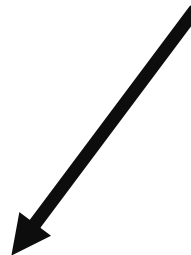
**Name**  
Richard Bishop [Change Name](#)

**Email Addresses**  
richard.bishop@coloradocollege.edu  
rbishop@coloradocollege.edu [Edit or Add](#)

[Cancel Registration](#) [Save for Later](#) [Next >](#)

After you click the Hour Reporting button, you will be directed to page where your identify will be confirmed. You don't need to do anything here unless the information is incorrect. If it is, please let the CCE staff know right away.

Click next.



The image shows a web form titled "New Registration" with a yellow-green header. On the left is a vertical sidebar with three steps: "1. Participant", "2. Engagement Opportunity", and "3. Review". The "2. Engagement Opportunity" step is active. The main content area has a title "Engagement Opportunity" and a sub-label "Please select one". Below this is a green button with a plus icon and the text "+ Add Community Engagement Experience". This button is circled in green. A black arrow points from the text "Click here." to this button. At the bottom of the form are three buttons: "Cancel Registration", "< Previous", and "Next >".

After clicking next, you will be directed to a nearly-empty page where you indicate you're starting a new record (Community Engagement Experience)

Click here.

**New Registration**

1. Participant

2. Engagement Opportunity

3. Review

**Engagement Opportunity**  
Please only enter hours for this time period.

**+ Add Community Engagement Experience**

Click a recently used community or campus partner:

- » Atlas Prep School
- » Bemis School of Art
- » Bristol Elementary
- » Catamount Institute
- » CC - Office of Sustainability
- » Children's Literacy Center
- » City of Colorado Springs - Water Resource Engineering
- » Colorado Springs Food Rescue
- » Colorado Springs Teen Court
- » Family Promise
- » Happy Cats Haven
- » Inside/Out Youth Services
- » North Middle School
- » Partners in Housing
- » RefuMed
- » Rocky Mountain Community Land Trust
- » Rocky Mountain Field Institute (RMFI)
- » Rocky Mountain PBS
- » Ronald McDonald House Charities of Southern Colorado

Hidden Community Engagement Experiences

or, create a new community engagement experience from scratch:

- » **New Community Engagement Experience**

You may also find an existing community engagement experience in your list and use the Copy button to start from one that's already been filled out.

Cancel

Cancel Registration < Previous Save for Later Next >

A new window will pop up asking you to choose with which community or campus partner you worked.

The first time you submit hours, few or no organizations will pop up. If your organization is not on the list, click "New Community Engagement Experience" at the bottom of the window.

### New Community Engagement Record

**Add a New Community Engagement Record**  
Complete the form below and click the green Submit button at the bottom.

**Community or Campus Partner\***  
Select the community partner or CC office/department that organized or sponsored this engagement opportunity.

[Your Community or Campus Partners](#) [All Community or Campus Partners](#)

**Select a Community or Campus Partner**  
Click the Select button next to your choice

Filter: [Community Partner \(523\)](#) [Empty \(27\)](#)

Search... Designation... Type... Populations \$ More

- [Select](#) 1st Presbyterian Church (Colorado Springs, CO)
- [Select](#) 1st Presbyterian Church Littleton (Littleton, CO)
- [Select](#) Abby's Closet (Portland, OR)
- [Select](#) ACAA (Asociación Cultural de Artistas Y Artesanod) (Camaguey)
- [Select](#) Adams State University Upward Bound Program (Alamosa, CO)
- [Select](#) African-American Historical & Genealogical Society of Colorado
- [Select](#) African-American Youth Conference
- [Select](#) All Souls Unitarian Church (Colorado Springs, CO)
- [Select](#) American Cancer Society (Colorado Springs, CO)
- [Select](#) American Diabetes Association (Colorado Springs, CO)
- [Select](#) American Enterprise Institute (Colorado Springs, CO)
- [Select](#) American Medical Response (Colorado Springs, CO)
- [Select](#) American Red Cross (Southeastern | Southwest and Rocky Mountain)
- [Select](#) American Red Cross (Minneapolis, MN)
- [Select](#) Amigos de las Americas (Houston, TX)
- [Select](#) Amnesty International (Colorado Springs, CO)
- [Select](#) Ansoni Charter School (Tape, NM)

[+ Add New Community or Campus Partner](#)

[Submit Community Engagement Experience](#)

Select "All Community or Campus Partners," and search for your organization. When you find it, click "select," and you will be able to select your specific opportunity.

Select the opportunities linked to your organization.

### Rocky Mountain Field Institute (RMFI)

**Add a New Community Engagement Record**  
Complete the form below and click the green Submit button at the bottom.

**Community or Campus Partner\***  
Select the community partner or CC office/department that organized or sponsored this engagement opportunity.

[Rocky Mountain Field Institute \(RMFI\)](#) [Remove](#)

[Your Community or Campus Partners](#) [All Community or Campus Partners](#)

**Engagement Opportunity\***  
Select the specific engagement opportunity that you participated in.

[Your Engagement Opportunities](#) [Rocky Mountain Field Institute \(RMFI\) Opportunities](#)

[Submit Community Engagement Experience](#)

**Rocky Mountain Field Institute (RMFI)**

**Add a New Community Engagement Record**  
Complete the form below and click the green **Submit** button at the bottom.

**Community or Campus Partner\***  
Select the community partner or CC office/department that organized or sponsored this engagement opportunity.

Rocky Mountain Field Institute (RMFI) [Remove](#)

[Your Community or Campus Partners](#) [All Community or Campus Partners](#)

**Engagement Opportunity\***  
Select the specific engagement opportunity in which you participated.

[Your Engagement Opportunities](#) [Rocky Mountain Field Institute \(RMFI\) Opportunities](#)

**Select a Service Opportunity**  
Click the **Select** button next to your choice

Filter: [Current \(6\)](#) [Past \(26\)](#) [All \(32\)](#)

Status: [No Status \(5\)](#) [Ongoing \(1\)](#)

Filtered to 6 of 26 Timing [Current](#) [Clear Filters](#)

<a href="#">Select</a>	Rocky Mountain Field Institute (RMFI) Indian Creek Trail Work
<a href="#">Select</a>	Rocky Mountain Field Institute (RMFI) Trail Maintenance at Indian Creek
<a href="#">Select</a>	Rocky Mountain Field Institute (RMFI) Trail Work in Red Rocks Canyon
<a href="#">Select</a>	Rocky Mountain Field Institute (RMFI) Community-Engaged Fellow Internship
<a href="#">Select</a>	Rocky Mountain Field Institute (RMFI) Community-Based Work Study Position
<a href="#">Select</a>	Rocky Mountain Field Institute (RMFI) Trail Work & Restoration

[+ Add a New Engagement Opportunity](#)

[Cancel](#)

**Participant**

**Richard Bishop**  
Administrative Assistant

**Status**

12%

[New Record](#)  
[What's Missing?](#)

**Submit Community Engagement Experience**

An internship position, for Community Engaged Fellows, or work study position, for Community-Based Work Study, should pop up among the options. Click “Select” next to the appropriate position.



## Rocky Mountain Field Institute (RMFI) Community-Based Work Study Position

### Add a New Community Engagement Record

Complete the form below and click the green *Submit* button at the bottom.

**Community or Campus Partner\***  
Select the community partner or CC office/department that organized or sponsored this engagement opportunity.

Rocky Mountain Field Institute (RMFI) [Remove](#)

[Your Community or Campus Partners](#) [All Community or Campus Partners](#)

**Engagement Opportunity\***  
Select the specific engagement opportunity in which you participated.

Rocky Mountain Field Institute (RMFI) [Community-Based Work Study Position](#) [Remove](#)

[Your Engagement Opportunities](#) [Rocky Mountain Field Institute \(RMFI\) Opportunities](#)

**Categories**  
What type of engagement opportunity is this? (Select all that apply)

- ☐ Direct Service ?
- ☐ Indirect Service ?
- ☐ Project-Based Work ?
- ☐ Event ?
- ☐ Advocacy/Awareness Raising ?
- ☐ Research Project ?
- ☐ Paid Work ?
- ☐ Campus Community ?
- ☐ Student Organization Meetings ?

**Engagement/Issue Areas**  
What issue areas does this opportunity primarily address? (Select all that apply)

Environment [Edit](#)

**Experience Date\***  
Select the date(s) when this engagement took place.

Date  ☐ Multiple Days ?

**Community Engagement Time\***  
How much time did you spend engaged in the community?

Hours

**Reflection Questions**

1. Short-term Engagement\* [More Below - Scroll Down ↓](#)

[Submit Community Engagement Experience](#)

**Participant** [»](#)

**Richard Bishop**  
Administrative Assistant

**Status**

☒ 25%  
[New Record](#)  
[What's Missing?](#)

**Instructions**  
Complete all required fields and click the green *Submit* button to add this record to your list.

**Need Help?**  
Click the *Help* button above, send us an email, or call us at (719) 389-6846.

At this point, select the “Experience Date.”  
Check the box for “Multiple Dates” and  
choose the dates for the pay period.

Then, enter the **TOTAL** number of hours  
you worked for the pay period.



**Rocky Mountain Field Institute (RMFI) Community-Based Study Position**

**Reflection Questions**

**1. Short-term Engagement\***  
Have you engaged with this organization for more than one month?  
☐ Yes ☐ No

**3. Description\***  
Summarize how and why you engaged in the community.

**4. Contextualization\***  
Please explain how this work relates to your other engaged activities.

**5. Experience Reflection\***  
What is one thing you learned or one way your perspective has changed?

**Hour Breakdown**  
If you entered a block of hours, then please upload a file showing the breakdown of these hours.  
[Select Files to Upload](#) or  ?

**Credit To Organization**  
Would you like to credit this community engagement to an organization of which you are a member?  
☐ Community Engaged Fellowship  
☐ Off-Campus Work Study  
☒ No particular membership

[More Below - Scroll Down ↓](#)

**Submit Community Engagement Experience**

Depending on whether or not you are a Community Engaged Scholar, you may be required to answer some reflection questions about your experience. You do not need to write substantial amounts each time you submit hours, only any observations you think are notable.

Your supervisor will be able to see anything you write here when they are reviewing your submission.

After responding to any required questions, you will have a place to upload a document that details how many hours you worked on each day of the pay period. A template can be found from the CCE website, or you may create and use your own, as long as it has the necessary information.

Finally, make sure you select the correct option to tie your record to (you may only have one option).

When these steps are all done, click the green button to Submit your record.

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This will all take you back to this screen, except not you'll have an entry showing! Click "Next" to review the information, and then submit your information.

At this point, you'll see a screen confirming your submission. You'll also get an email confirmation. More importantly, your supervisor will receive an email saying you have submitted your time and it needs to be reviewed. Your part is done!

After you've done this once or twice, it'll go very quickly – we promise!

If you have any questions or issues about the process, please email [rbishop@coloradocollege.edu](mailto:rbishop@coloradocollege.edu) or [cce@coloradocollege.edu](mailto:cce@coloradocollege.edu).