Before you begin: Keep track of your hours!

Being paid for your Community Engaged Fellow Internship or Community-Based Work Study Position 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 must include your name, the dates you worked, and how many hours you worked on each date.
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 deadline for submitting hours for a given pay period is **4:00pm on the day after the pay period ends**, after which time this button will disappear.
After you click the Hour Reporting button, you will be directed to a 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.
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.
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.
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.
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.
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.
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.
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 or cce@coloradocollege.edu.