Student Associate Daily Time Cards

The Department of Labor requires we closely track student hours, so we use an online tool (no login required!) to meet this requirement. We also use this tool to capture student performance feedback to reinforce good work and help our students continue to learn!

When a student associate completes their time card, the supervisor they most closely worked with for the day will receive an email. Students will complete their time cards before they depart from work.

Here is how it works:

1. After a student associate submits their time card, the supervisor will get an email with the subject, "Feedback on [Student] for [mm/dd/yyyy]."

2. Click on the rating that best reflects the student's work performance that day. **Please be honest! Students need to hear feedback as this is a big learning curve for them** and the CWSP team is here to provide continued check-ins, support and training. Selecting a rating of "Needs Some Improvement" or "Unsatisfactory" does NOT earn them a bad grade -- it signals a check-in conversation the following day.

3. After you select a rating, a new window will open.

    a. Review their start time, end time and lunch duration and adjust if needed.
    b. **Give work performance feedback! Provide context to your rating by providing constructive comments as well as praise and gratitude.**
    c. We encourage you to share your feedback directly with the student and/or request a follow-up from CWSP if necessary.