Resources Available

There are documents available on the website that can help the Site or Intern track their hours for the year.

- **Hour Tracking Template - Monthly:** This document lets you update the hours after the end of each time tracking period for NPTC. Numbers are entered on the tab named "Data Entry by PPD" and the overall view can be seen on the "Intern Year Report" tab. You can add all the interns to this document.

- **Hour Tracking Template - PPD:** This document lets you update the hours at the end pay period for the site. Numbers are entered on the tab named "Data Entry by PPD" and the overall view can be seen on the "Intern Year Report" tab. You can add all the interns to this document.

- **Hour Tracking Template - Progressive:** This document lets you update the hours at the end of each week. This document is for a single intern. This document lets you see the goals for the week based on the number of total hours worked. It will also show any differences between the actual and goal numbers for that item. It will highlight any items not met that week. This will also give you a quarter audit estimate.

- **Hour Tracking Template - Weekly:** This document also keeps track of hours on a weekly basis, but it is prefilled with the required numbers for each week. The hours will have to be adjusted based on what was actually worked. Once the total hours have been put in for the week, the other columns will adjust to show you the adjusted hour expectations for the week. This document may assist the interns in doing some of their own tracking and estimating.