

Timesheet FAQ

Where do I go to submit the NPTC timesheet? You will use the Kronos time tracking website here: <https://secure2.saashr.com/ta/105751.login>

When do I need to submit timesheets? You need to submit timesheets every month on the specified day by 9:00 am local time.

What happens if I do not submit my timesheet on time? We will not be able to accurately track your progress toward graduation and Operations Support will reach out to you with reminders until it is submitted. Additional reminders will include your Principal Supervisor and/or Site Training Director.

What if I am not available on the timesheet due date? Please let Operations Support know as soon as possible. You can submit your timesheet earlier than the due date and/or we can allow you additional time on the due date to get it completed.

This website is confusing! Do you have any kind of tutorial on how to review hours? Yes! During orientation you will be given handouts to assist in navigating the web-site, and they will also be available on the Intern page at <https://psychologyinterns.org/interns-supervisors/>.

What type of hours should I have on my timesheet? You need to keep a careful eye on Supervision, Individual Supervision, Client Contact, and leave time. Details on each of these is provided below.

What about overtime? Overtime should not be done unless given **prior** approval by your site. You should check with your Principal Supervisor and Site Training Director before completing overtime. Since you are considered employees of your site, overtime rules follow the individual site policy. However, if you report working overtime on a consistent basis, NPTC will follow up with your site to find out why. Self-care is important!

- Any hours over **40 during a week** is considered overtime. ***If you work overtime, you will need additional supervision and client contact hours in order to maintain training expectations.***

Is it okay to work less than 40 hours one week, and more than 40 hours the next? No, time cannot be flexed across weeks. Sites may use your leave time to cover any time deficits if you do not hit the 40 hours by the end of the week.

Why am I submitting two timesheets? Internship hour reporting requires specific activity categories that most HR departments don't track. The local timesheet is to track hours for payment, and the NPTC timesheet is for reporting internship activities.

Do these need to match? Yes! The timesheets you turn in to the HR department for payment purposes should match the NPTC timesheets **exactly** (i.e. start and end times should match up). There should be no variances in what you are paid for versus what you are doing as a part of their internship.

- Leave time should also match, with the exception of "unpaid time off" or "leave without pay" as NPTC does not track unpaid time. Your leave time is tracked in our system like any other "activity." Any leave time entered on the NPTC timesheet should also be requested in the local system and vice-versa.

We've broken down the hours for you. These should be your weekly hour goals to keep you on track for graduation...

- **Total hours:** You should get **40** hours per week (this includes leave/holiday time).
 - * 40 hours x 52 weeks = 2,080 total hours
- **Supervision hours:** You should be getting **4** hours of total supervision each week. This should equal 10% of your total hours, so if you routinely work overtime, you will need additional supervision.
 - * 4 hours x 52 weeks = 208 supervision hours
- **Individual Supervision hours:** You should be getting **2** hours of individual supervision each. This should equal 5% of your total hours, so if you routinely work overtime, you will need additional individual supervision.
 - * 2 hours x 52 weeks = 104 individual supervision hours
- **Client contact hours:** You should be getting a minimum of **10** hours of client contact each week. This should be 25% of your total hours for each pay period.
 - * 10 hours x 52 weeks = 520 client contact hours
- **Leave time hours:** As employees of your agencies, you will receive the same paid leave as other employees of the same/similar level and receive the paid holidays that are observed at the site. Paid leave totals and observed holidays will be discussed in more detail during each site's benefit orientation.
 - * For additional information, please visit **INTERNSHIP VACATION/LEAVE POLICIES** in the Internship Training Manual.

Required Submission Dates:

NPTC has aligned the timesheet submission dates so that they are due monthly. We suggest setting up calendar reminders to help keep you notified of this requirement and due dates.