

Timesheet Approval FAQ

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

When do I need to approve timesheets? You need to approve intern timesheets every month on the specified day by 5:00 pm local time.

What happens if I don't approve the hours on time? We will not be able to accurately track your interns' progress toward graduation. Multiple reminders will be brought to the Regional Training Director's attention.

What if I am not available the listed approval date? Please let Operations Support know as soon as possible. If you are available to approve hours on the next day, we will make an allowance that day for a switch. Otherwise, you will need to discuss the hours worked with your intern during the time period and the Operations Manager will approve them for you.

What if my intern has not submitted their hours yet? It will become highest priority for your intern to get their hours submitted that day for your approval. It will be up to you to get them back on task so it can be approved on time.

This website is confusing! Do you have any kind of tutorial on how to review hours? Yes! Go here for handouts on how to log in, review timesheets, and run reports: <https://psychologyinterns.org/interns-supervisors/>

How many hours does my intern need to have each week? Interns are considered full-time employees of your agency and should be expected to work 40 hours per week.

What type of hours do I need to look at when approving timesheets? You need to keep a careful eye on Supervision, Individual Supervision, Client Contact, and leave time. Details on each of these are provided below. Client Contact can be rounded up to the nearest half-hour/hour as appropriate.

What happens if my intern works overtime? Since interns are considered employees of your site, overtime rules follow the individual site policy. ***Interns should receive prior approval before working overtime.*** However, if your intern reports working overtime on a consistent basis, NPTC will follow up with the site to ensure interns work primarily 40 hours per week. If an intern does work overtime, they will need additional supervision and client contact in order to maintain the applicable 10% and 25% requirements.

Why am I approving 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 interns 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 they are paid for versus what they 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. 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.

Hours to look for...

- **Total hours:** Interns should get approximately **40** hours per week (including leave/holiday time).
 - * 40 hours x 52 weeks = 2,080 total hours
- **Supervision hours:** You should see interns getting **4** hours of total supervision each week. This should equal 10% of their total hours, so if interns routinely work overtime, they need additional supervision.
 - * 4 hours x 52 weeks = 208 supervision hours
- **Individual Supervision:** You should see interns getting **2** hours of individual supervision each week. This should equal 5% of their total hours, so if interns routinely work overtime, they need additional supervision.
 - * 2 hours x 52 weeks = 104 individual supervision hours
- **Client contact:** You should see interns getting a minimum of **10** hours of client contact each week. This should be 25% of their total hours, so if interns routinely work overtime, they need to increase the needed client contact.
 - * 10 hours x 52 weeks = 520 client contact hours
- **Overtime:** Any hours over **40 during a week** is considered overtime. Interns are supposed to ask for permission prior to working any overtime. If your site has them listed as non-exempt employees they have to be paid for overtime whether it is approved or not. If you approve overtime, make sure it is represented on the timesheet. If they report overtime, make sure it is an accurate report and not a clerical error. If your interns are listed as exempt employees, still be mindful that they are keeping to a 40 hour work week as much as possible.
- **Leave Time:** Intern leave time is tracked in our system like any other "activity." Supervisors should ensure that any leave time entered on the NPTC timesheet is also requested in the local system and vice-versa. If your site has policies regarding not having to request PTO for partial days, make sure your interns follow that policy within the NPTC timesheet (i.e.. for those weeks their timesheet may be below 80 hours to be accurate).
 - * For additional information, please visit **INTERNSHIP VACATION/LEAVE POLICIES** in the Internship Training Manual.

Required Approval Dates:

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