

## Credit Hours Timesheet

Students must login to the following web address using their UCINetID:

<https://apps.law.uci.edu/credit-hours>

CREDIT HOURS TIMESHEET

### Welcome to the Credit Hours Timesheet Application

Students enrolled in directed research, other non-regularly scheduled classes, or elective clinics at the School of Law must submit detailed timesheets to their supervising faculty member. Students must complete a minimum of 42.5 hours for 1 unit of credit; 85 hours for 2 units of credit, and 127.5 hours for 3 units of credit. Credit for directed research, other courses with non-regularly scheduled law classes, or elective clinics may be withheld for any student who fails to comply with this policy.

Continue

Once logged in, they will be presented with a list of courses that they are enrolled in for the current term or previous term that require a timesheet. Courses that require a timesheet are directed research, other courses with non-regularly scheduled law classes, or elective clinics.

*If a course that you are enrolled in doesn't appear in the list but you believe it does require a timesheet, please email [webmaster@law.uci.edu](mailto:webmaster@law.uci.edu).*

CREDIT HOURS TIMESHEET

Welcome, JANE LAW STUDENT [Log Out](#)

### Your Timesheets

TERM	INSTRUCTOR	COURSE TITLE	UNITS	HRS SUBMITTED	STATUS	
Fall 2016	ROBINSON-DORN, T.	RESEARCH FELLOW	2.00	0 hrs (0 mins)	New	<b>BEGIN</b>
Fall 2016	TONNER, G.	DIRECTED RESEARCH	1.00	0 hrs (0 mins)	New	<b>BEGIN</b>



To begin a timesheet, click on the **Begin** button next to the course that you are entering time for.

## Timesheet

**Term:** Fall 2016  
**Course Code:** 84803  
**Course Title:** RESEARCH FELLOW  
**Instructor Name:** ROBINSON-DORN, T.  
**# of unit(s):** 2.00  
**Minimum credit hours:** 85.00

[+ Add Minutes to Timesheet](#)

*Your timesheet is currently blank.*

This course requires a total of **5100 minutes (85.00 hours)**. You have **5100 minutes (85.00 hours)** left to log for this course.

[Submit Timesheet](#) \*Minimum hours not completed



*Students must complete a minimum of 42.5 hours for 1 unit of credit; 85 hours for 2 units of credit, and 127.5 hours for 3 units of credit. Credit for Directed Research or other non-regularly scheduled law classes may be withheld for any student who fails to comply with this policy.*

To start entering hours for the course, click on **Add Minutes to Timesheet**.

[+ Add Minutes to Timesheet](#)

<b>Recording Date:</b>	<b>Number of Minutes:</b>	<b>Description of Work:</b>	<a href="#">Cancel</a>	<a href="#">Save</a>
<input type="text"/>	<input type="text"/>	<input type="text"/>		

You must enter a date, the number of minutes, and the description of work for those minutes. Click on **Save** once you have completed your entry.

DATE	MINUTES	DESCRIPTION OF WORK	
08/15/2016	45	Preparing an outline for the 1L course for the first day of class.	 
<b>TOTAL</b>		45 min (0.75 hours)	

To edit an entry, click on the edit button.







To delete any entry, click on the delete button.



Continue to add minutes for each amount of work that you complete for this course on a given day throughout the term.

[+ Add Minutes to Timesheet](#)

DATE	MINUTES	DESCRIPTION OF WORK	
08/15/2016	45	preparing an outline for the 1L course for the first day of class	 
08/15/2016	30	Created problems for the 1L course.	 
<b>TOTAL</b>		75 min (1.25 hours)	

This course requires a total of **5100 minutes (85.00 hours)**. You have **5025 minutes (83.75 hours)** left to log for this course.

Faculty will be checking your timesheet throughout the term. You are required to keep it up to date every two weeks. The timesheet will be keeping a running total of the number of hours that you have completed. It will also indicate how many hours you have left to fulfill the number of enrolled units for the course.

## Your Timesheets

TERM	INSTRUCTOR	COURSE TITLE	UNITS	HRS SUBMITTED	STATUS	
Fall 2016	TONNER, G.	DIRECTED RESEARCH	1.00	0 hrs (0 mins)	New	<a href="#">BEGIN</a>
Fall 2016	ROBINSON-DORN, T.	RESEARCH FELLOW	2.00	1.25 hrs (75 mins)	Draft	<a href="#">EDIT</a>

Once you have fulfilled the number of hours required, the **Submit Timesheet** button will be enabled.

<b>TOTAL</b>	5100 min (85.00 hours)
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This course requires a total of **5100 minutes (85.00 hours)**. You have **0 minutes (0.00 hours)** left to log for this course.

[Submit Timesheet](#)

Click on **Submit Timesheet** before the end of the term so that the faculty can review the FINAL timesheet when assigning grades. **NOTE: Once you submit your timesheet you cannot go back and edit it. Be sure that the timesheet and all of the details of work have been entered before you click Submit.**

Once you have submitted your timesheet, your timesheet will show the status of *Submitted/pending approval*.

## Your Timesheets

TERM	INSTRUCTOR	COURSE TITLE	UNITS	HRS SUBMITTED	STATUS	
Fall 2016	TONNER, G.	DIRECTED RESEARCH	1.00	0 hrs (0 mins)	New	<a href="#">BEGIN</a>
Fall 2016	ROBINSON-DORN, T.	RESEARCH FELLOW	2.00	85.00 hrs (5100 mins)	Submitted/pending approval	<a href="#">VIEW</a>

Once the faculty approves it, the status will appear as *Approved*. You can view the submitted timesheet, by clicking on the **View** button.