

Completing Timesheets in America Learns

By Arielle Knowles

CLEC AmeriCorps Member Engagement and
Leadership Development Coordinator

**CLEC AmeriCorps
Training Video**



Important Dates and Logging In

Due Dates

Timesheets are due at the same time each month:

- 1st
- 16th

New timesheets launch the on days the previous ones are due.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Results

- All results
- America Learns
A New Time Sheet Has Lau... Thu 2/1
No preview is available.

A New Time Sheet Has Launched

AL America Learns <donotreply@americalearns.net> To: Arielle Knowles Thu 2/1/2024 12:13 AM

You don't often get email from donotreply@americalearns.net. [Learn why this is important](#)

Dear Arielle,

A new time sheet for the period listed below is now available.

For questions or assistance, please reach out to your CLEC Coordinator:

CLEC Team
Washington Campus Coalition for the Public Good

Lainie.Juhl@wwu.edu (300 and 450-hour members)

Christina.Carlson@wwu.edu (900 and 1700-hour members)

Period: February 1, 2024 - February 15, 2024

Website: <https://americalearns.net/wacc>

You will get an email each time a new timesheet launches that has the URL to the America Learns portal. Copy and paste that URL into the search bar.

Reply Forward



Please review the following:

[Time Sheet Training Video](#)

[Report Completion Training Video](#)

E-mail:

Password: [Reset Password](#)



Our Latest Strategy

Links to strategies you share with your fellow members will be displayed here!

Washington Campus Coalition - Civic Leadership & Engagement Corps News

Congratulations to all of our members who have completed or nearly completed your service! And **warm welcome** to all of our newest members! Thank you for all that you are doing to make our communities stronger, healthier, and more resilient.

Positions available!

Looking ahead to the 23-24 academic year or know someone interested in exploring AmeriCorps? Check out our opportunities page

America Learns News

We are so excited that we have a **NEW America Learns timesheet mobile app for members!**

Available in the Google and Apple app stores, it syncs automatically between the mobile app and the America Learns website:

- [Apple link](#)
- [Google link](#)

[Here's a video on how the app works](#). Note that this is only available to members at this time to

Login to access your America Learns Dashboard.

Make sure to create your America Learns account before attempting to login.

If you're having trouble, reach out to your AmeriCorps Program Specialist.

America Learns Dashboard

Arielle's Space



Your Progress Reports

You do not need to complete a progress report.

[View Completion History](#)



My Time Sheets



My Progress Report Data



Program News



View and Update My Profile



My Time Sheets

Your Time Sheet Period

September 16, 2023 - July 31, 2024

Where You Are

Reminder: A maximum of 20% of the total number of hours in your service term may be spent on training and professional development. Reminder: A maximum of 10% of the total number of hours in your service term may be spent on fundraising.

Remaining Hours / Weeks for Education Award Eligibility: 1011.50 hours / 25 weeks

Average Number of Weekly Hours Needed for Education Award Eligibility: 40.50 hours

Pending Hours: 0.00

Approved Hours: 688.50 [Show Details](#)

[View Submitted Sheets](#)

“Your Time Sheet Period” shows how long your service term is. If you're a returning member, you can view multiple periods.

Arielle's Space



Your Progress Reports

You do not need to complete a progress report.

[View Completion History](#)



My Time Sheets



My Progress Report Data



Program News



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My Time Sheets

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[View Submitted Sheets](#)

America Learns calculates these numbers to help you stay on track. If the numbers don't seem accurate, reach out to your supervisor or CLEC staff.

“Where You Are” shows you how many hours and how many weeks you have left until you complete your service and are eligible for the education award.

Arielle's Space



Your Progress Reports

You do not need to complete a progress report.

[View Completion History](#)



My Time Sheets



My Progress Report Data



Program News



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My Time Sheets

Your Time Sheet Period

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Pending Hours:	0.00	
Approved Hours:	688.50	Show Details

[View Submitted Sheets](#)

“Pending Hours” are the hours from submitted timesheets that need to be approved by your supervisor.

“Approved Hours” show how many hours you've already completed that have been approved by your supervisor.

[History](#)



My Time Sheets



My Progress Report Data



Program News



View and Update My Profile

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Pending Hours: 0.00

[Show Details](#)

Approved Hours: 688.50

[Hide Details](#)

Direct Service **670.25 hrs (97.35%)**

670.25 hrs Direct Service

Professional Development **18.25 hrs (2.65%)**

Average per sheet **76.50 hrs / sheet**

View Submitted Sheets

Approved

September 16, 2023 - September 30, 2023 [View](#)

Pending Review

None Available

Click "Show Details" to see your approved hours broken down by type. You can also see how many hours you average per timesheet.

[History](#)



My Time Sheets



My Progress Report Data



Program News



View and Update My Profile

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670.25 hrs Direct Service

Professional Development 18.25 hrs (2.65%)

Average per sheet 76.50 hrs / sheet

View Submitted Sheets

Approved

September 16, 2023 - September 30, 2023 [View](#)

Pending Review

None Available

If you go over the max percentage of hours for professional development or fundraising, you must serve extra Direct Service hours to make up the difference.

Direct Service hours must not fall below 70% of your total hours.

Direct Service (required):
70-100% of your service hours

Professional Development (optional):
0-20% max

Fundraising (optional):
0-10% max

Under “View Submitted Sheets,” you can find timesheets that have been approved and timesheets that are still pending approval.

-  My Progress Report Data
-  Program News
-  View and Update My Profile

term may be spent on training and professional development. Reminder: A maximum of 10% of the total number of hours in your service term may be spent on fundraising.

Remaining Hours / Weeks for Education Award Eligibility:	1011.50 hours / 25 weeks
Average Number of Weekly Hours Needed for Education Award Eligibility:	40.50 hours
Pending Hours:	0.00
Approved Hours:	688.50 Show Details

[View Submitted Sheets](#)

Approved
 [View](#)

Pending Review
None Available

Submit Time Sheets

[February 1, 2024 - February 15, 2024](#)
(continue saved sheet)

New time sheets launch at 12:01 AM U.S. Pacific.

Edit and Resubmit Time Sheets

You do not need to edit and resubmit any time sheets.

“Submit Time Sheets” is where you will find in-progress timesheets that still need to be completed and submitted for approval.



My Progress Report Data



Program News



View and Update My Profile

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Pending Hours: 0.00

Approved Hours: 688.50 [Show Details](#)

View Submitted Sheets

Approved

September 16, 2023 - September 30, 2023 [View](#)

Pending Review

None Available

[Submit Time Sheets](#)

[February 1, 2024 - February 15, 2024](#)

(continue saved sheet)

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Program News



View and Update My Profile

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Pending Hours: 0.00

Approved Hours: 688.50 [Show Details](#)

View Submitted Sheets

Approved

September 16, 2023 - September 30, 2023 [View](#)

Pending Review

None Available

Submit Time Sheets

[February 1, 2024 - February 15, 2024](#)

(continue saved sheet)

New time sheets launched at 12:01 AM U.S. Pacific.

Edit and Resubmit Time Sheets

You do not need to edit and resubmit any time sheets.

“Edit and Resubmit Timesheets” shows timesheets that have been returned to you by your supervisor that you must edit.

You will get an email explaining what to do if your supervisor returns a timesheet to you.

Recording Service Hours on Your Timesheet



My Progress Report Data



Program News



View and Update My Profile

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Pending Hours: 0.00

Approved Hours: 688.50 [Show Details](#)

View Submitted Sheets

Approved

September 16, 2023 - September 30, 2023 [View](#)

Pending Review

None Available

Submit Time Sheets

[February 1, 2024 - February 15, 2024](#)
(continue saved sheet)

New time sheets launch at 12:01 AM U.S. Pacific.

Edit and Resubmit Time Sheets

You do not need to edit and resubmit any time sheets.

To record your service hours, click on the link you see below the section that says, "Submit Time Sheets."

Arielle's Space



Your Progress Reports

You do not need to complete a progress report.

[View Completion History](#)



My Time Sheets



My Progress Report Data



Program News



View and Update My Profile



Submit a New Time Sheet.

Complete this page in three steps:

1. Complete the time sheet for each day that is listed below.
2. At the bottom of the sheet, enter your name.
3. At the bottom of the sheet, click "Authorize and Submit to Your Supervisor for Approval".

Thursday, February 01, 2024

Host Sites you served at this day:

Available	Selected
	Washington Campus Coalition

Washington Campus Coalition on Thursday, February 01, 2024

I did not serve.

Here's why: Please Select One Reason

Time In: select AM

Time Out: select PM

Direct Service

Direct Service None

This is where you record your service hours.

A table will populate for each day of the time period.

Each day must be filled out before the timesheet can be submitted, even days you don't serve.

The Member Service Agreement states that only hours served at project sites, approved offsite locations, and approved teleservice may be recorded on the member's timesheet so make sure you and your supervisor are on the same page before recording your service hours.

For each day that you serve, make sure to record the time you were in

Washington Campus Coalition on Thursday, February 15, 2024

I did not serve.

Here's why: Please Select One Reason

Time In:	<input type="text" value="select"/>
Time Out:	<input type="text" value="05:45 AM"/>
Direct Service	<input type="text" value="06:00 AM"/>
Direct Service	<input type="text" value="06:15 AM"/>
Direct Service	<input type="text" value="06:30 AM"/>
Direct Service	<input type="text" value="06:45 AM"/>
Direct Service	<input type="text" value="07:00 AM"/>
Professional Development	<input type="text" value="07:15 AM"/>
Professional Development	<input type="text" value="07:30 AM"/>
Professional Development	<input type="text" value="07:45 AM"/>
Fundraising	<input type="text" value="08:00 AM"/>
Fundraising	<input type="text" value="08:15 AM"/>
Fundraising	<input type="text" value="08:30 AM"/>
Fundraising	<input type="text" value="08:45 AM"/>
Time you won't receive credit for:	<input type="text" value="09:00 AM"/>
Time you won't receive credit for:	<input type="text" value="09:15 AM"/>
Time you won't receive credit for:	<input type="text" value="09:30 AM"/>
Time you won't receive credit for:	<input type="text" value="09:45 AM"/>
Time you won't receive credit for:	<input type="text" value="10:00 AM"/>
Time you won't receive credit for:	<input type="text" value="10:15 AM"/>
Time you won't receive credit for:	<input type="text" value="10:30 AM"/>

Please describe what you were doing during the hours you were serving.

[Click Between Service \(i.e. class break\)](#)

[Click or Meal](#)

500 characters remaining

Total time you will receive credit for: 00:00

[Save](#) [Copy & Paste](#)

****It's Not Required to Click "Save" For Each Day.****



Washington Campus Coalition on Thursday, February 15, 2024

I did not serve.

Here's why: Please Select One Reason ▾

Time In: 08:00 AM ▾ AM

Time Out: 04:30 PM ▾ PM

Direct Service

Direct Service

Professional Development

Fundraising

Time you won't receive credit for:

- 01:45 PM
- 02:00 PM
- 02:15 PM
- 02:30 PM
- 02:45 PM
- 03:00 PM
- 03:15 PM
- 03:30 PM
- 03:45 PM
- 04:00 PM
- 04:15 PM
- 04:30 PM**
- 04:45 PM
- 05:00 PM
- 05:15 PM
- 05:30 PM
- 05:45 PM
- 06:00 PM
- 06:15 PM
- 06:30 PM

Please describe what you were doing during the hours you were serving.

[Click Between Service \(i.e. class\)](#)
[Break or Meal](#)

500 characters remaining

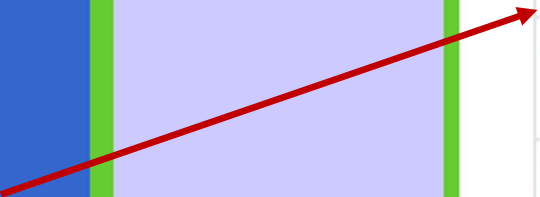
Total time you will receive credit for: 00:00

[Save](#) [Copy & Paste](#)

****It's Not Required to Click "Save" For Each Day.****

Totals for the Period

And the time you were out



Then, allocate the time to the appropriate categories.

You will most often be recording “Direct Service.”

To record Direct Service hours, use the drop-down menu to indicate how many hours you dedicated to Direct Service for the day.

Washington Campus Coalition on Thursday, February 15, 2024

I did not serve.
Here's why: Please Select One Reason

Time In: 08:00 AM AM
Time Out: 04:30 PM PM

Direct Service

Direct Service 8:00

Professional Development

Fundraising

Time you won't receive credit for: 8:00

Please describe what you were doing during the hours you were not serving.

[Break Between Service \(i.e. class time\)](#)
[Lunch or Meal](#)

Total time you will receive credit for: 8:00

196 characters remaining
500 characters remaining

Direct Service hours include but are not limited to:

- Time spent submitting timesheets and completing data reports or progress reports
- All program training provided by the host site or CLEC AmeriCorps
- Meetings with CLEC staff

Do the same for the days that you do “Professional Development.”

Washington Campus Coalition on Thursday, February 15, 2024

I did not serve.
Here's why: Please Select One Reason ▼

Time In: 08:00 AM ▼ AM
Time Out: 04:30 PM ▼ PM

Direct Service
Direct Service None ▼

Professional Development 8:00 ▼

Describe the type of professional event that you attended. Example: seminars, conferences, etc. Any WACC-led, WACC CLEC-led, or WACC-sponsored training for you to fulfill your service counted as Direct Service.

263 characters remaining

Professional Development hours include but are not limited to:

- Expanding the member's network and developing networking skills
- Development, implementation, and/or involvement with peer training
- New language acquisition to better serve the community

Washington Campus Coalition on Thursday, February 15, 2024

I did not serve.
Here's why: Please Select One Reason

Time In: 08:00 AM AM
Time Out: 04:30 PM PM

Direct Service
Direct Service: None

Professional Development
8:00
3:15
3:30
3:45
4:00
4:15
4:30
4:45
5:00
5:15
5:30
5:45
6:00
6:15
6:30
6:45
7:00
7:15
7:30
7:45
8:00

Please describe the type of professional event that you attended. Example: seminars, conferences, etc. Any WACC-led, WACC CLEC-led, or WACC-sponsored training for you to fulfill your service counted as Direct Service.

263 characters remaining

Fundraising

Time you won't receive credit for:

Please describe what you were doing during the hours you were not serving.

[Break Between Service \(i.e. class time\)](#)
[Lunch or Meal](#)

500 characters remaining

Total time you will receive credit for: 8:00

Continued...

- Any reflection, non-credit courses, conferences, workshops, or presentations related to career interests
- Researching and applying for jobs or graduate school and working on application materials, including resumes and cover letters

Any "Fundraising" you do is recorded in your timesheet as well.

These hours are completely optional and may only count for 10% of your service hours.

Washington Campus Coalition on Thursday, February 15, 2024

I did not serve.
Here's why: Please Select One Reason ▼

Time In: 08:00 AM ▼ AM
Time Out: 04:30 PM ▼ PM

Direct Service
Direct Service None ▼

Professional Development None ▼

Fundraising 8:00 ▼

Time you won't receive credit for: 3:15 ▲
3:30
3:45 Please describe what you were doing during the hours you were not serving.
4:00
4:15
4:30 [Break Between Service \(i.e. class time\)](#)
4:45 [Lunch or Meal](#)
5:00
5:15
5:30
5:45
6:00
6:15
6:30
6:45
7:00
7:15
7:30
7:45
8:00 ▼ [Copy & Paste](#)

Total time you will receive credit for:

500 characters remaining

It's Not Required to Click "Save" For Each Day.

All fundraising hours must have prior approval from your supervisor and CLEC staff since AmeriCorps has strict rules on what is allowed.

Fundraising hours include but are not limited to:

- Grant writing
- Clothing or book drives
- Collecting donations for a program or project

Washington Campus Coalition on Thursday, February 15, 2024

I did not serve.
Here's why: Please Select One Reason ▼

Time In: 08:00 AM ▼ AM
Time Out: 04:30 PM ▼ PM

Direct Service
Direct Service None ▼

Professional Development None ▼

Fundraising 8:00 ▼

Time you won't receive credit for:
3:15
3:30
3:45
4:00
4:15
4:30
4:45
5:00
5:15
5:30
5:45
6:00
6:15
6:30
6:45
7:00
7:15
7:30
7:45
8:00

Please describe what you were doing during the hours you were not serving.
[Break Between Service \(i.e. class time\)](#)
[Lunch or Meal](#)

500 characters remaining

Total time you will receive credit for:
8:00 ▼ [Copy & Paste](#)

It's Not Required to Click "Save" For Each Day.

AmeriCorps members may not:

- Raise funds for living allowances or for an organization's general (as opposed to project) operating expenses
- Write a grant application to AmeriCorps or other federal agencies

Recording Lunch or Breaks between Service

After allocating your hours to the appropriate categories, time will be left over and shown in red as time you won't receive credit for.

Washington Campus Coalition on Thursday, February 15, 2024

I did not serve.
Here's why: Please Select One Reason

Time In: 08:00 AM AM
Time Out: 04:30 PM PM

Direct Service
Direct Service: 8:00

A description is optional. Please discuss with your supervisor if they require an additional description of your daily service activities. Descriptions should be brief. Examples: "Planning Meeting", "Food Distribution", "Tutoring and Mentoring Sessions", "Ecological Restoration", "School Program", etc.
196 characters remaining

Professional Development
None

Fundraising
None

Time you won't receive credit for: 00:30
Please describe what you were doing during the hours you were not serving.
[Break Between Service \(i.e. class time\)](#)
[Lunch or Meal](#)
487 characters remaining

Total time you will receive credit for: 8:00

This may be explained as a break in your service or a lunch or meal period. These may not count toward your service hours.

Members are encouraged to take a 15-minute break every 4 hours or take a lunch break of at least 30 minutes if serving 8 hours or more in a day.

Washington Campus Coalition on Thursday, February 15, 2024

I did not serve.
Here's why: Please Select One Reason

Time In: 08:00 AM AM
Time Out: 04:30 PM PM

Direct Service
Direct Service 8:00

A description is optional. Please discuss with your supervisor if they require an additional description of your daily service activities. Descriptions should be brief. Examples: "Planning Meeting", "Food Distribution", "Tutoring and Mentoring Sessions", "Ecological Restoration", "School Program", etc.

196 characters remaining

Professional Development None

Fundraising None

Time you won't receive credit for: 00:30 Please describe what you were doing during the hours you were not serving.

[Break Between Service \(i.e. class time\)](#)
[Lunch or Meal](#)

Lunch or Meal

487 characters remaining

Total time you will receive credit for: 8:00

If a member's service day is interrupted by class time or other external obligations but then the member comes back to serve later in the day, that must be recorded in the timesheet as a break between service.

Washington Campus Coalition on Thursday, February 15, 2024

I did not serve.
Here's why: Please Select One Reason ▼

Time In: 08:00 AM ▼ AM
Time Out: 04:30 PM ▼ PM

Direct Service
Direct Service 6:30 ▼

A description is optional. Please discuss with your supervisor if they require an additional description of your daily service activities. Descriptions should be brief. Examples: "Planning Meeting", "Food Distribution", "Tutoring and Mentoring Sessions", "Ecological Restoration", "School Program", etc.

196 characters remaining

Professional Development None ▼

Fundraising None ▼

Time you won't receive credit for: 2:00

Please describe what you were doing during the hours you were not serving.

[Break Between Service \(i.e. class time\)](#)
[Lunch or Meal](#)

Break Between Service (i.e. class time)

461 characters remaining

Total time you will receive credit for: 6:30

Non-service days are to be recorded as well. Click the box that says, "I did not serve" and choose the reason for not serving.

Washington Campus Coalition on Thursday, February 15, 2024

I did not serve.

Here's why: Please Select One Reason ▾

Time In: Please Select One Reason

Time Out: Campus Closed

Direct Service Holiday

Professional Development Illness

Fundraising Personal

Time you won't receive credit for: 00:00 Please describe what you were doing during the hours you were not serving.

[Break Between Service \(i.e. class time\)](#)

[Lunch or Meal](#)

Please note any additional activities here.

457 characters remaining

Total time you will receive credit for: 00:00

[Save](#) [Copy & Paste](#)

****It's Not Required to Click "Save" For Each Day.****

Copy & Paste Feature, Saving, and Submitting Your Timesheet

Use the copy & paste feature if you have a set schedule but don't want to painstakingly fill out each day.

Washington Campus Coalition on Thursday, February 15, 2024

I did not serve.

Here's why: Please Select One Reason ▼

Time In: select ▼ AM

Time Out: select ▼ PM

Direct Service

Direct Service None ▼

Professional Development

None ▼

Fundraising

None ▼

Time you won't receive credit for: 00:00 Please describe what you were doing during the hours you were not serving.

[Break Between Service \(i.e. class time\)](#)

[Lunch or Meal](#)

Lunch or Meal

487 characters remaining

Total time you will receive credit for: 00:00

[Save](#) [Copy & Paste](#)

****It's Not Required to Click "Save" For Each Day.****

Washington Campus Coalition on Thursday, February 15, 2024

I did not serve.

Here's why:

Time In:

Time Out:

Copy Entries to Other Days

February

[Select All](#)

- Thursday, February 1
- Friday, February 2
- Saturday, February 3
- Sunday, February 4
- Monday, February 5
- Tuesday, February 6
- Wednesday, February 7
- Thursday, February 8
- Friday, February 9
- Saturday, February 10
- Sunday, February 11
- Monday, February 12
- Tuesday, February 13
- Wednesday, February 14

Total time you will receive credit for: 00.00

[Save](#) [Copy & Paste](#)

It's Not Required to Click "Save" For Each Day.

This works especially well if you serve during the same range of hours (like 9am-5pm) or have the same days off each week.

This feature helps save time and makes filling out the timesheet less tedious.

Don't forget to hit save to apply any changes to your timesheet!

Washington Campus Coalition on Thursday, February 15, 2024

I did not serve.

Here's why: Please Select One Reason ▼

Time In: select ▼ AM

Time Out: select ▼ PM

Direct Service

Direct Service None ▼

Professional Development None ▼

Fundraising None ▼

Time you won't receive credit for: 00:00 Please describe what you were doing during the hours you were not serving.

[Break Between Service \(i.e. class time\)](#)

[Lunch or Meal](#)

Lunch or Meal

487 characters remaining

Total time you will receive credit for: 00:00

[Save](#) [Copy & Paste](#)

****It's Not Required to Click "Save" For Each Day.****



Option 1 saves in between editing and Option 2 saves the entire timesheet and leaves the page.


Washington Campus Coalition on Thursday, February 15, 2024

I did not serve.
Here's why: Please Select One Reason

Time In: select AM
Time Out: select PM

Direct Service

Save Your Time Sheet

 **Save Your Time Sheet**

Option 1
 Save and continue completing your time sheet now.

Option 2
 Save and continue completing your time sheet later.

Please note that it may take awhile to save the entire form.

[Save](#) [Cancel](#)

receive credit for:

[Save](#) [Copy & Paste](#)

****It's Not Required to Click "Save" For Each Day.****

After filling out each day of the timesheet, scroll down to the bottom of the page to sign and submit your timesheet.

<input type="text"/>	
487 characters remaining	
Total time you will receive credit for:	00:00

[Save](#) [Copy & Paste](#)

****It's Not Required to Click "Save" For Each Day.****

Totals for the Period

Direct Service	48 hours
Direct Service	48 hours
Professional Development	0 hours
Fundraising	0 hours
Total Time to Receive Credit For:	48 hours

Electronically Sign and Submit

Once you've entered your hours, please enter your full name below, and then click the button that reads, "Authorize & Send to Your Supervisor for Approval."

Enter your name in the same way that it's recorded in this application (Arielle Knowles). This serves as an electronic signature.

Arielle Knowles

Authorize and Submit to Your Supervisor for Approval

Thanks for Watching!

Remember, you are the one responsible for monitoring your hours to ensure that you complete your service on time.

If you do not complete your hours, you risk not receiving your AmeriCorps Education Award, so be sure to track your hours carefully.

To leave extra time for sick days, holidays, or breaks, try to serve extra hours at the start of your service term. This will prepare you for any potential days you may miss because of holidays or illness.

If you need any help with timesheets reach out to your supervisor or CLEC staff.

Our website: wacampuscoalition.org/clec



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