PRO BONO TIME SHEET INSTRUCTIONS

1. The URL for the Harry L. Carrico Center for Pro Bono Service Time Sheet is
   http://law.richmond.edu/probono/ts . Before entering you will see a login prompt. Enter your
   usual Richmond login information: NetID and Password. *Internet Explorer users must add
   "richmond/" before the NetID (e.g., richmond/jv2ed).*

   **If your NetID and password combination do not admit you to the web page, contact Law
   School Network Administrator, Alison Harvey (aharvey@richmond.edu).   If emailing Ms.
   Harvey, please indicate your intended graduation year.**

2. If this is your first login, you will first see a new participant signup form that will ask for your
   name and expected graduation date. Complete the form.

3. Upon logging in you will see a menu of reporting and viewing/editing options, selectable by
   clicking on the corresponding radio button:

   a. **Report hours (one day)**
      Use this option to report service activities of three or more hours in the same day.
      Create individual entries for each 3+ hour day of service. Please be consistent from
      entry to entry in how you label a "Location" (i.e., sponsor or site of the service). Enter
      your hours as decimal numbers, as the time sheet will calculate hours in the traditional
      law office "hours + tenths-of-hours" manner. Include a brief description of the service
      performed and the name of a contact person (where applicable) in the space provided.

   b. **Report hours (one month)**
      Use this option to report service activities lasting less than three hours in a given day.
      Within one calendar month, use the "View/Edit records" option below to edit a month's
      total hours to reflect multiple days of less than three hours engaged in the same service.
      Within rules established by the Center for Pro Bono Service, you may also use this
      option to record service performed in months prior to your initial login to this time
      sheet. Observe the guidelines set out in a. above for time reporting and service
      description.

   c. **View edit records**
      Selecting this option will take you to a list of all service entries you have entered and a
      running total of hours recorded. You may edit past records, for example, to maintain a
      monthly running total for service recorded via option b. above.

4. Logging into this time sheet site permits you to see and edit only your own service records. Only
   the site administrator (Prof. Casey) can see records of all participants.