Externship Timekeeping Instructions

Entering Hours on Tick

1. You will receive an email from Tick Support with the subject line: *Welcome to the Pepperdine University Tick Account* with a link to **Login and get started using Tick**

2. That link will take you to the Tick website at https://pepperdine-university.tickspot.com

3. Log in using your Pepperdine email address and password of your choice
   a. This will take you to the Tick homepage that should say **[Your Name]'s Timecard** at the top of the page

4. Under **Task**, click on the down arrow and scroll down until you find your name and select it.

5. Check the tabs at the top of the gray box to choose the **Day** for which you are entering time.

6. Enter the total number of hours you worked that day under **Time to enter**.

7. Describe the projects performed in the **Notes** box along with how much time you spent on each project. For example:
   a. Performed legal research re employment law issue & drafted memo. 3 hours.
   b. Drafted interrogatory questions & worked on motion in limine. 4.5 hours.

8. Click **ENTER TIME**.

Submitting Timesheets for Approval

When submitting timesheets for approval, please run a report with the requested dates.

1. Login to your Tick account

2. On the top of the page, navigate to the **Reporting** tab at the top of the page and select **Run a custom report** from the drop down

3. Use the **Date Range** to select appropriate dates

4. Click **UPDATE REPORT**

5. Select **Print View** (directly under the UPDATE REPORT button)

This will give you a Detailed Time Entry Report that provides a summary of your hours and activities. You may:

1. **Print** this report, have your supervisor sign the cover page and upload the document to TWEN, or

2. Save this report as a PDF (by still selecting **Print This Report**, but select Save PDF as the destination) and then emailing the document to your work supervisor for approval and copying clinicallaw@pepperdine.edu. Your work supervisor may reply to all and approve your timesheet by email.

    Note: You will not receive credit unless your work supervisor sends an email specifically with their approval.

All fieldwork hours must be completed at the placement site. Credit will not be awarded for time spent traveling to and from the externship, on break, or on work at home.* Students are responsible for ensuring that the required number of hours for the corresponding registered units are met.

* Some exceptions may apply. Speak with the Clinical Program Manager if you have a question about when you may count work completed at home.