

ANU+ Timesheet

Students

Please follow the guidance below for completing your ANU+ timesheet:

- Each timesheet must include 20 hours of volunteer work
 - You may spread your volunteer hours across timesheets as each timesheet is limited.
- Timesheets may include volunteer work for multiple organisations
- Volunteer hours completed up to 3 months prior to submission will be accepted
- Supervisor's must approve and sign off on a students' volunteer hours by:
 - Manually signing a paper timesheet OR
 - Signing a timesheet electronically (pdf and docusign)
- Once a timesheet has been signed off, students need to upload their timesheet into Career Central.
- Students must complete a timesheet prior to commencing a reflection.

Supervisors

ANU+ requires students to track and complete an ANU+ timesheet as evidence of their volunteering. We kindly request that the nominated supervisor signs off on the students' timesheet after each of their shifts. Please follow the guidance below:

- Supervisor reviews the students' timesheet and if it is correct signs and sends back to the student for submission OR Supervisor reviews the students' timesheet and identifies an error and asks the student to revise ahead of signing off.
- Supervisor returns the verified and signed timesheet to student for submission.

Please contact us at student.life@anu.edu.au with any questions about this process. Thank you.

ANU+ Timesheet

Student Name	
Student Number	

Dates (Day-Month-Year)	Hours	Organisation (Name & Internal or External)	Short Description of Activities	Supervisor Name & Email	Supervisor Signature
Total Hours:	<i>"Volunteers don't get paid, not because they are worthless, but because they are priceless." - Sherry Anderson</i>				

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Student Name	
Student Number	

Dates (Day-Month-Year)	Hours	Organisation (Name & Internal or External)	Short Description of Activities	Supervisor Name & Email	Supervisor Signature
Total Hours:	<i>"The best way to find yourself is to lose yourself in the service of others." - Gandhi</i>				