

How to Record Your Work Process Hours

- Create a new folder in your computer for your Work Process Hours
- Open the blank Excel sheet we emailed to you and fill in your name and employer at the top
- Save it in the folder you created; use File/Save As, and name it **Work Process Sheet- BLANK**
- To create your work process sheets for each month, open the BLANK Work Process Sheet, then use File/Save As, and save as it as a new document with your name and the current month (ex: Work Process Sheet- Jane Doe- May 2014)
- At the top of each sheet, fill in the Hours Forward; these are your total cumulative hours from the previous month
- **Fill in the "Description" column daily** to reflect that particular day of work (self-reflection; highlights or challenges). The description column is on the left and it is set up to expand as you type, so don't worry about not having enough space
- **Fill in the Date**; the Excel sheet is set up to hold 5 weeks; just use as much of the sheet as you need in order to record your hours worked in any given month
- **Record the number of hours worked for each competency area daily**; the Excel sheet is set up to calculate your totals for each month; if you make a mistake, do **not use the Delete button** as this will delete the formula; use backspace instead; also, **do not copy & paste** in Excel as you risk copy and pasting the formulas which may cause incorrect calculations on your sheet
- **Be sure to hit "Save"** before closing the document
- Mentors can request to review your Work Process Hours at any time; some mentors request to see the hours weekly; at a minimum, you will email your completed sheet to your mentor on the last day of each month. Your mentor will look them over and email them to VCCICC
- The staff at VCCICC is here to help! Call or email with any questions or concerns!