

# Reporting Pro Bono Hours on Symplicity

All students must use [Symplicity](#) to report what pro bono projects you have participated in and how many hours you have served. This is the primary way the Pro Bono Coordinator knows what pro bono you have done and are doing for purposes of auditing, advising, reporting, and recognizing your achievements individually and as a whole CUA Law community.

***Please promptly report your hours!***

Before you can log hours for any project, you must first “Register for Pro Bono.” You only have to do this one time. Instructions below.

You should report any pro bono hours you have completed by entering them on a timesheet in Symplicity. For each pro bono project, clinic, internship, etc. you participate in, you must complete a new timesheet. Hours you work should be added to that single timesheet. So, for example, if you volunteer at the Washington Lawyers’ Committee’s Workers’ Rights Center twice a month, you only need to create one timesheet. Then, just update your total hours within that timesheet. Instructions below.

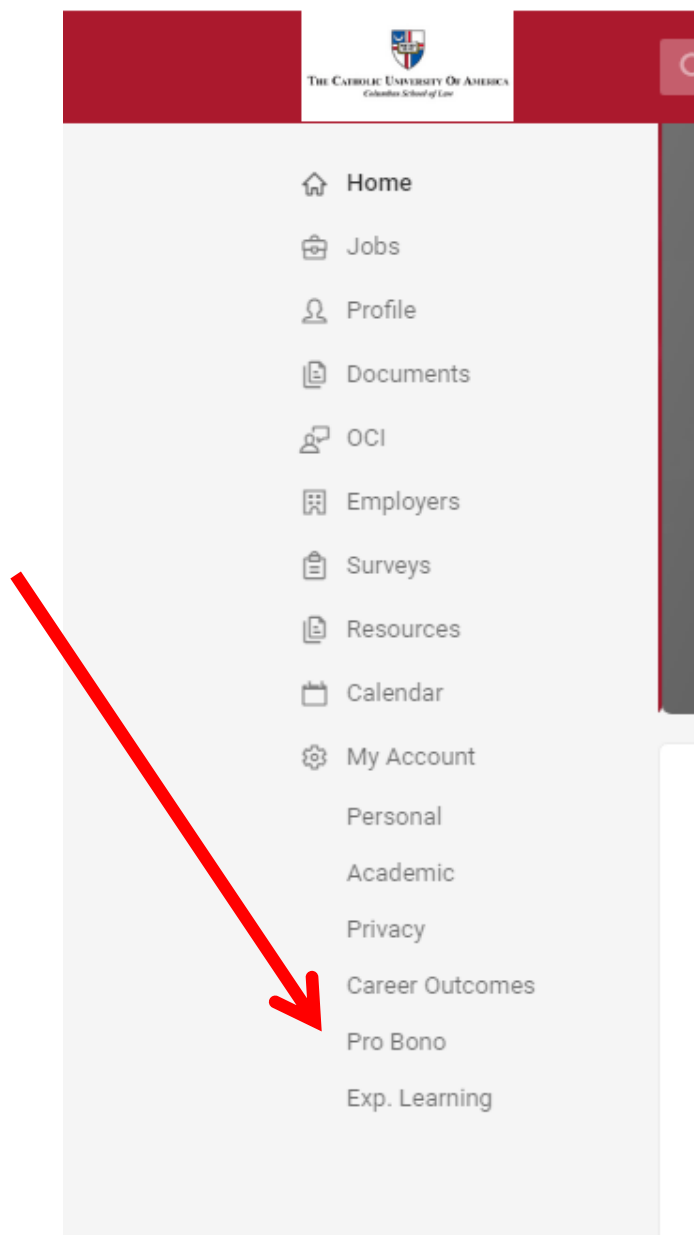
Questions? Contact Kiva Zytneck, Pro Bono Coordinator [zytnick@law.edu](mailto:zytnick@law.edu). I’m happy to walk you through it!



# “Registering for Pro Bono” at CUA Law

Before you can report your pro bono hours, you must “Register for Pro Bono.” You only have to do this one time.

1. Log into [Symplicity](https://law-cua-csm.symplicity.com/) (<https://law-cua-csm.symplicity.com/>)
2. Access “Pro Bono” under “My Account” on the left hand side panel.



### 3. Complete the “CUA Law Pro Bono Registration Form”

My Account

< Personal Academic Privacy **Pro Bono** Experiential Learning Password Activity Summary Notification Settings >

**Submit Application** **Save Changes** Cancel

\* indicates a required field

CUA Law Pro Bono Registration Form

Student Name \*

Graduation Year \*

Class of 2018  Class of 2019  Class of 2020  Class of 2021  Class of 2022

Phone Number \*

Email Address: \*

4. Click on the “save changes” button when you are done.

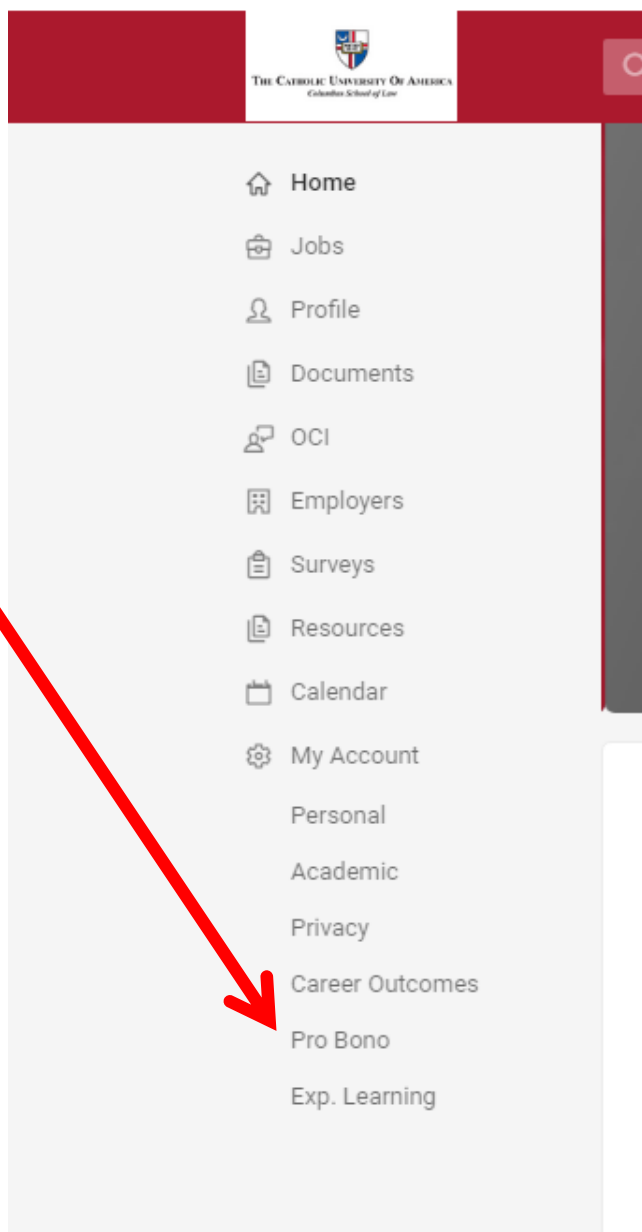
***Now you are ready to log your pro bono hours!***

# Logging New Pro Bono Hours

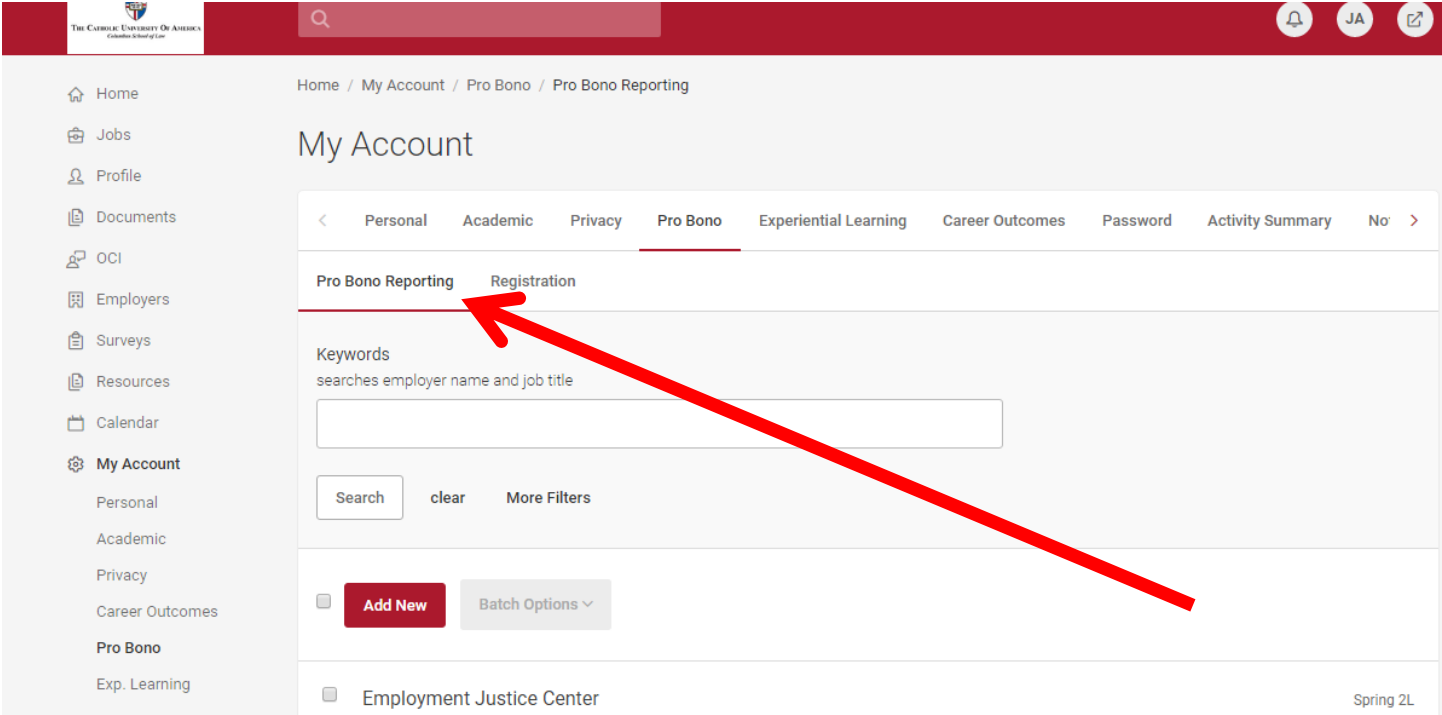
You should report any pro bono hours you have completed by entering them on a timesheet in Symplicity. For each pro bono project, clinic, internship, etc. you participate in, you must complete a new timesheet. Hours you work should be added to that single timesheet (more on adding hours and editing timesheets below).

**1. Log into [Symplicity](https://law-cua-csm.symplicity.com/) (<https://law-cua-csm.symplicity.com/>)**

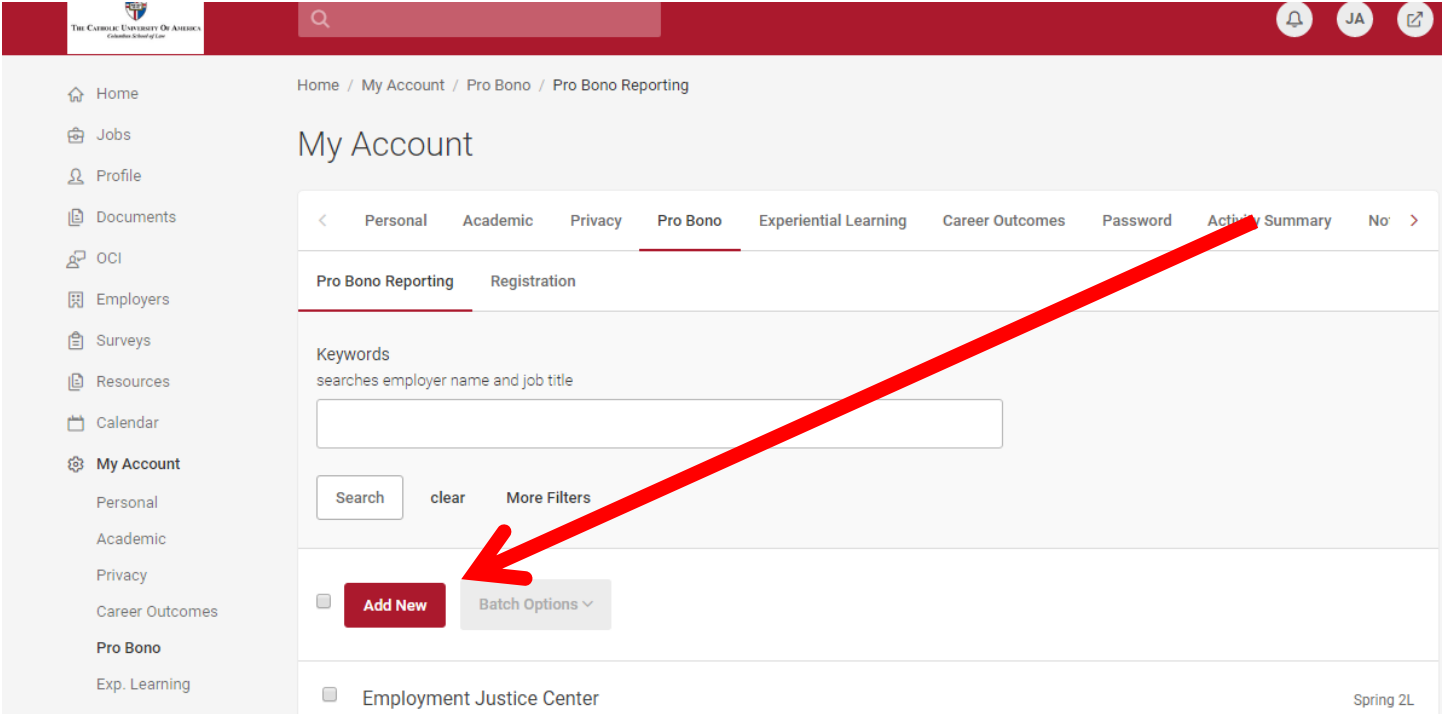
**2. Access “Pro Bono” under “My Account” on the left hand side panel.**



### 3. Select “Pro Bono Reporting”



### 4. Click on the “Add New” button (do this for every new project)



## 5. Complete the “Pro Bono Timesheet”

Pro Bono TimeSheet

DATE MODIFIED \*

**UPDATE THIS DATE FIELD EVERY TIME YOU EDIT THIS TIMESHEET (including a change in description or adding hours).** When you first create the timesheet, just enter today's date.

Student Name \*

Email Address \*

Your @cua.edu email

Graduation Year \*

Please enter your graduation year.

What semester did this project begin?

## 6. Click the submit button when you are finished

***What about when you want to add hours or edit your timesheet?...***

# Adding Hours or Editing a Timesheet

1. Follow steps #1-3 above under “Logging New Pro Bono Hours”
2. Select “Edit” under the timesheet you want to update.

The screenshot shows a web interface for Pro Bono Reporting. On the left is a navigation menu with categories like Documents, OCI, Employers, Surveys, Resources, Calendar, My Account, Personal, Academic, Privacy, Career Outcomes, Pro Bono, and Exp. Learning. The main content area has tabs for Personal, Academic, Privacy, Pro Bono (selected), Experiential Learning, Career Outcomes, Password, Activity Summary, and No. Below the tabs are sections for Pro Bono Reporting and Registration. A search bar is present with a 'Search' button and 'clear' and 'More Filters' options. Below the search bar are 'Add New' and 'Batch Options' buttons. A list of timesheets is shown, with one entry for 'Employment Justice Center, Class of 2019, 100 Total Hours' in 'Spring 2L'. The 'Edit' button for this entry is circled in red, and a red arrow points to it from the right.

3. Make your changes (usually in the “Description of the pro bono work” box or by editing your hours). *Always update the “date modified” field when you change the timesheet.*

Description of the pro bono work. In this box: 1. Describe the work you did 2. The date you started and completed this work if it involves multiple days. For example, 'I worked from 1/1/18 – 1/31/18 (Monday – Friday) approximately 7 hours a day.'\*

Assisting individuals with employment and labor law issues

DATE MODIFIED \*

**UPDATE THIS DATE FIELD EVERY TIME YOU EDIT THIS TIMESHEET (including a change in description or adding hours).** When you first create the timesheet, just enter today's date.

2018-09-13

select

clear

Below please enter the first date you started this work followed by the total amount of hours you completed on this project. \*

Day\*

January

18

2017

Hours\*

97

**4. Submit!**