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 Zytnick, Pro Bono Coordinator 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/)

2. Access “Pro Bono” under “My Account” on the left hand side panel.
3. Complete the “CUA Law Pro Bono Registration Form”

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/)

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.

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.**

4. Submit!