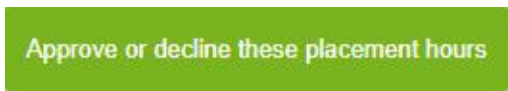


Employer Fact Sheet

Students will be tracking placement activities using an online program called **Hour Republic**. They will e-mail you a weekly summary of their placement hours and activities from this e-mail address: noreply@charityrepublic.com. The student’s name will also appear in the subject line of the e-mail.

Verifying Placement Hours and Activities

To verify a student’s hours and activities, simply select the “Accept or decline these placement hours” button at the bottom of the e-mail message (Figure 1).



This will take you to a more detailed summary page where you will approve or decline the student’s weekly activities. Select the “Approve” or “Decline” buttons, and feel free to leave a comment for the student (e.g. Great work, keep it up!).



Figure 1: Sample e-mail message that an employer receives from a student

Hour Republic Placement Hours Verification


Joe Student is requesting that you verify placement hours for Jay's Auto.

Overall Description / New Learning
I was working with the team on welding activities

Skills Learned
Team work, Working independently, Working safely, Welding

Work Week (starting on)
2017-02-20

Type	Start	Lunch/Break	End	Hours	Absent	Late
Tuesday, February 21st, 2017						
Placement (Unpaid)	8:30am	30	3:30pm	6.50	X	X
Wednesday, February 22nd, 2017						
Placement (Unpaid)	9:00am		5:00pm	8.00	✓	X
Total Hours: 6.50						2 shifts



This information will be used to update this student's hours on hourrepublic.com.

Thanks!
- The Hour Republic Team