Employer Fact Sheet

*Students will be tracking co-op activities using an online program called **Hour Republic**. They will email a weekly summary of their co-op activities to you from info@hourrepublic.com, including information about their scheduled hours, skills learned, and work activities.*

Verifying Co-op Hours

To verify a student's co-op hours, simply select Accept or Decline at the bottom of the email message – this message represents the student's weekly summary of co-op activities (Figure 1). Note: If a student is late or absent, then this information will appear in the Attendance column.

Figure 1: Email message that an employer receives from co-op student

Co-op Hours Verification
Joe Student is requesting that you verify co-op hours for **Charity Republic**.

Hour(s) Summary

Date	Start Time	Lunch/Break Time	End Time	Hours	Attendance
Mon. Mar. 17	9:00am		5:00pm	8.00	Late

Work Activities: Data entry into customer database, and also cleaned and reviewed data.

Date	Start Time	Lunch/Break Time	End Time	Hours	Attendance
Wed. Mar. 19	9:00am		5:00pm	8.00	N/A

Work Activities: Focused on cleaning customer data today and review of data.

Joe Student learned or applied the following skills this week:
Customer service, Decision making, Initiative

Total Work Hours for this Week:
16.00

Total Work Hours to Date:
92.2

Overall Description of Work Activities this Week:
This week I focused on administrative tasks.

Accept   Decline

Once verified, this student's co-op profile will be updated.

Thanks!
- The Hour Republic Team

The following screen will appear after a supervisor has Accepted or Declined a student's co-op activities (Figure 2 and 3). Please comment on your student's activities; this information will appear in their weekly logs.

If co-op hours are declined, students can resubmit their hours for approval. Possible reasons for declining hours: inaccurate information, not enough activity details, skills were not checked off, and/or a student did not indicate that they were absent or late for a scheduled shift.
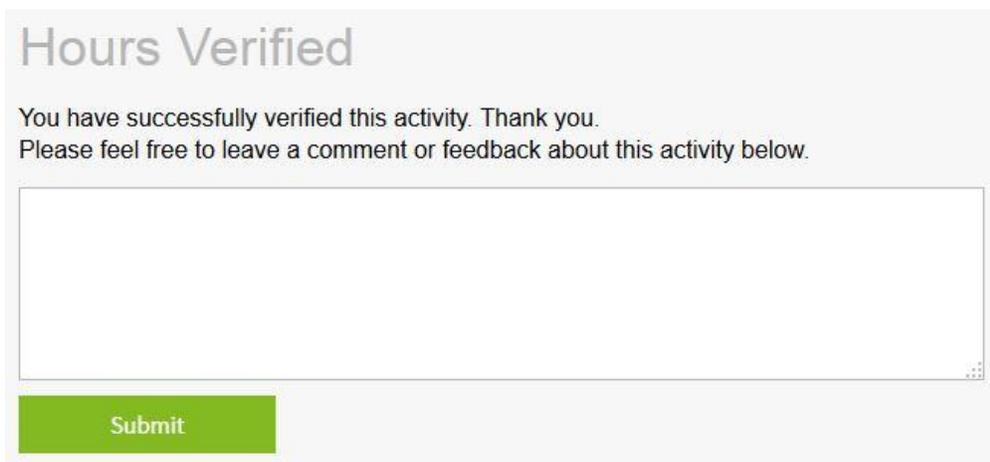
Figure 2: Declined hours screen
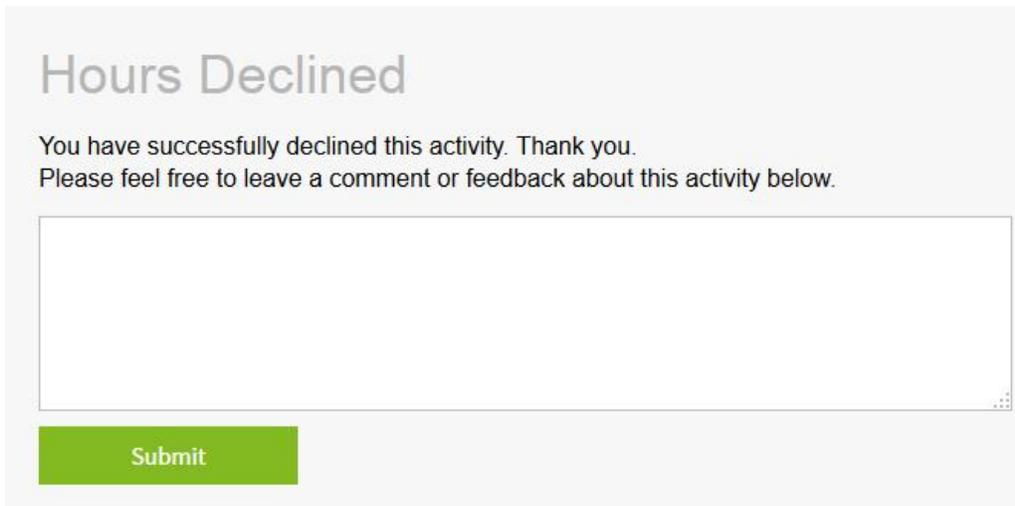
Figure 3: Verified hours screen

Questions? Please connect with the co-op student's teacher if you have any questions and of course, we're always happy to help! - *The Hour Republic Team* ☺