



Employer Fact Sheet

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

Verifying Co-op Hours

To verify a student's co-op/placement hours, you will receive an email message that represents the student's weekly summary of co-op/placement activities (Figure 1). Scroll down to the bottom of the email and click [Review Placement / Co-op Hours](#). This will let you review the co-op/placement activities one last time before verifying them.

At the bottom of this page, you will find a comment box. Please feel free to comment on your student's activities (optional). This information will appear in their weekly logs. Next, select [Approve](#) or [Decline](#) depending on whether you wish to approve or decline the student's hours..

Note: There is a late and absent column to track if a student was late or absent for a shift.

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

Type	Start	Lunch/Break	End	Hours	Absent	Late
Monday, June 1st, 2020						
Placement (Unpaid)	9:30am	0.00	3:15pm	5.75		
Wednesday, June 3rd, 2020						
Placement (Unpaid)	11:15am	0.00	3:15pm	4.00		
Friday, June 5th, 2020						
Placement (Unpaid)	9:00am	0.00	5:00pm	8.00		
Total hours: 17.75				3 shifts		

[Review Placement / Co-op Hours](#)

After the hours are approved or declined, a verification screen will appear to confirm your selection.

If co-op/placement 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.

Questions? Please connect with the co-op/placement student's teacher if you have any questions and of course, we're always happy to help at info@charityrepublic.com!

- The Hour Republic Team 😊