



## Employer Fact Sheet

Students will be tracking their co-op activities using an online and mobile software called **Hour Republic**. Co-op student(s) will email you a summary of their co-op activities on a weekly basis, including information about their scheduled hours, skills learned, and work activities. Please review this email carefully then either Accept or Decline each weekly report, and share your feedback with the student(s).

### 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 a co-op student

The screenshot shows an email from Hour Republic. At the top is the Hour Republic logo. Below it, the text reads: "Co-op Hours Verification" and "Joe Student is requesting that you verify co-op hours for Charity Republic." This is followed by a section titled "Hour(s) Summary" which contains a table with the following data:

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.					
Wed. Mar. 19	9:00am		5:00pm	8.00	N/A
Work Activities: Focused on cleaning customer data today and review of data.					

Below the table, it states: "Joe Student learned or applied the following skills this week: Customer service, Decision making, Initiative".

Summary statistics:

- Total Work Hours for this Week:** 16.00
- Total Work Hours to Date:** 92.2

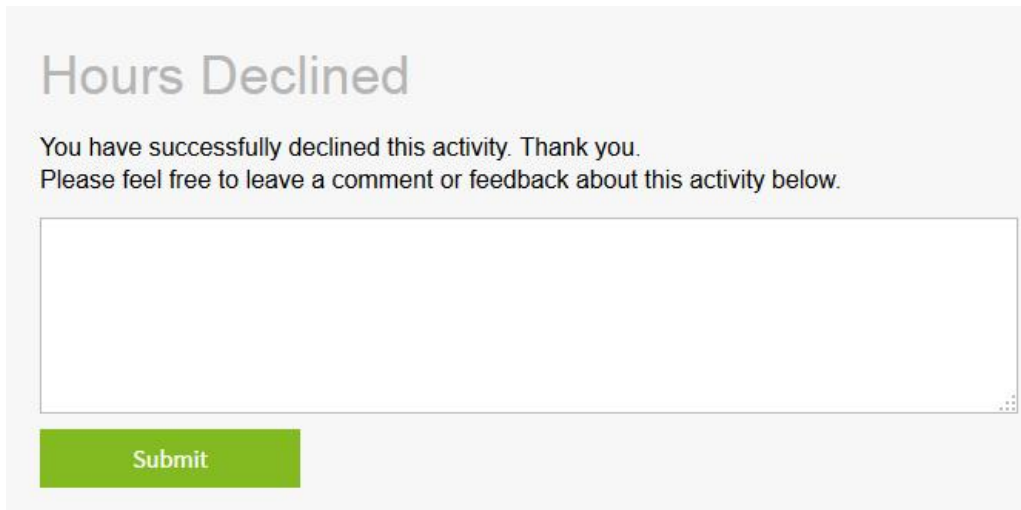
**Overall Description of Work Activities this Week:** This week I focused on administrative tasks.

At the bottom, there are two buttons: "Accept" (in green) and "Decline" (in red). Below these buttons, it says: "Once verified, this student's co-op profile will be updated." and "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, 3). Please comment on your student's activities; this information will appear in their weekly logs.

If co-op hours are declined, students can re-submit their hours for approval. Possible reasons for declining hours: inaccurate information, not enough 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

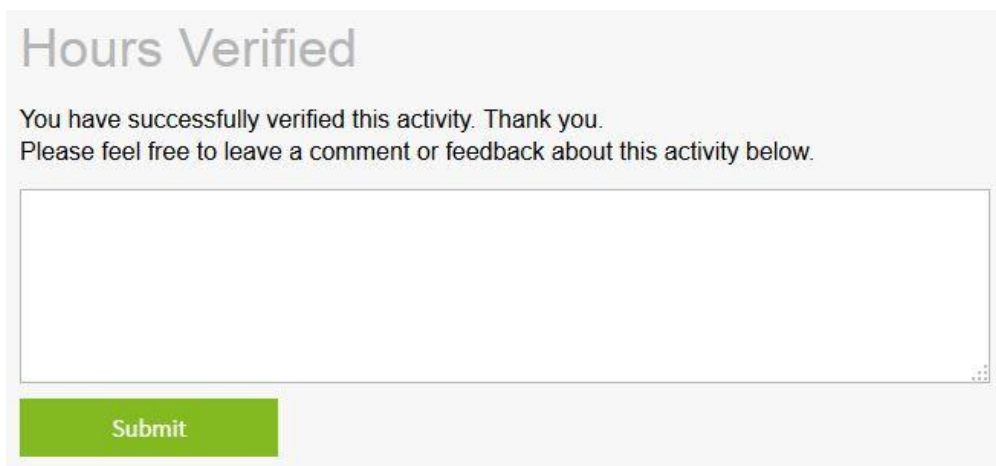


**Hours Declined**

You have successfully declined this activity. Thank you.  
Please feel free to leave a comment or feedback about this activity below.

Submit

**Figure 3:** Verified hours screen



**Hours Verified**

You have successfully verified this activity. Thank you.  
Please feel free to leave a comment or feedback about this activity below.

Submit

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