Civic and Service Learning Hours
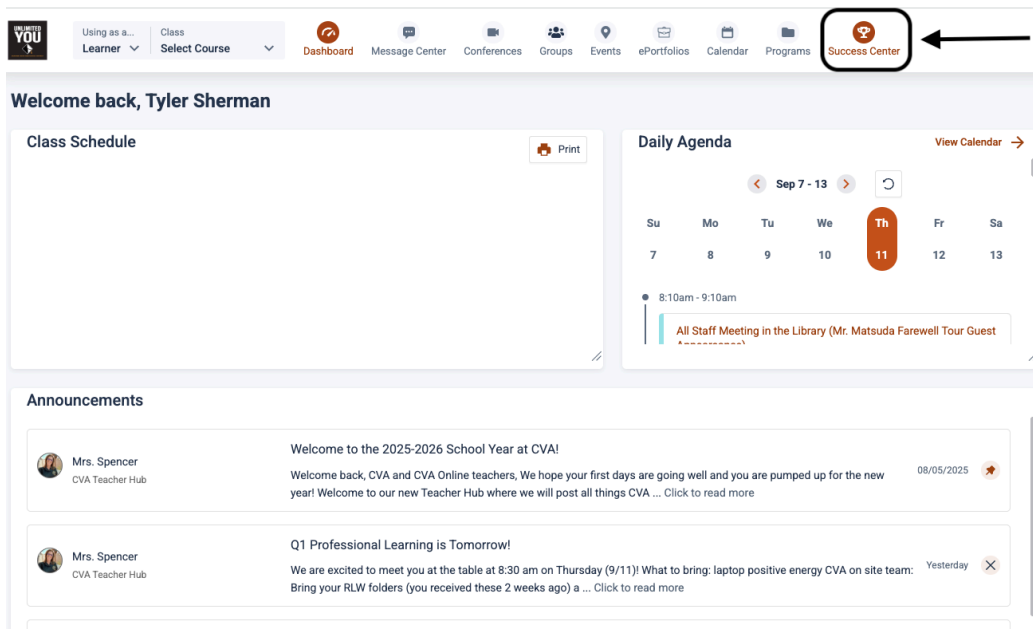
Overview: This document provides step-by-step instructions on how to upload your civic and service hours.
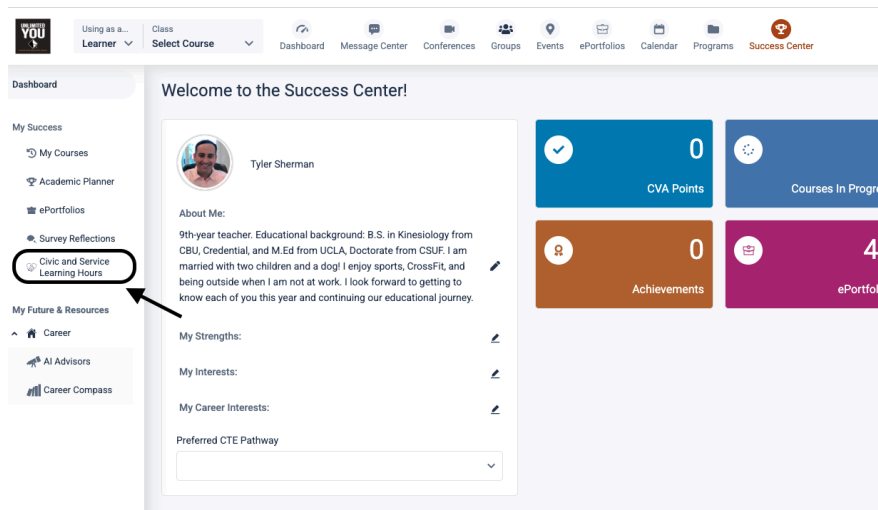
Important Notes:
- ❖ Remember to fill out and complete your Civic and Service Learning hours on the document [here](). This is what you will upload each time you complete hours and add to eKadence.
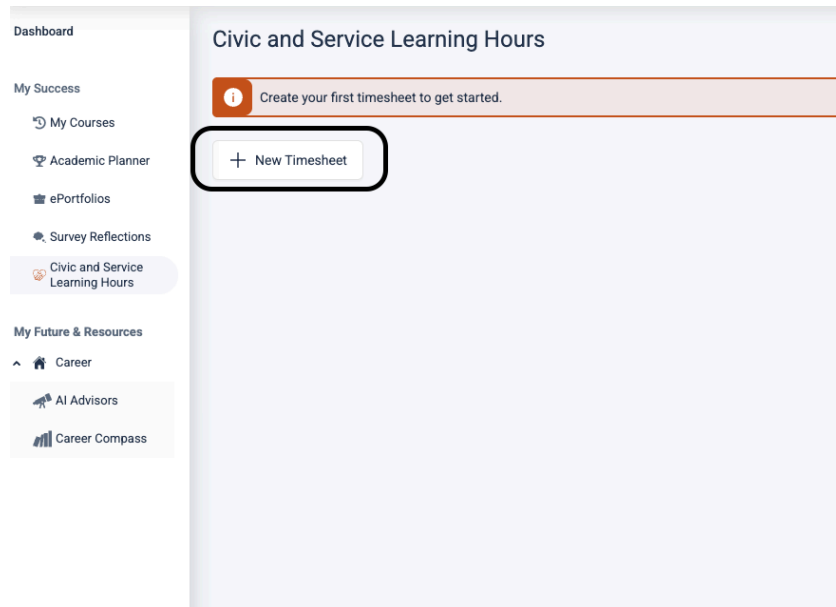
Steps:
1. Click on Success Center at the top of your eKadence page.

2. Click on the "Civic and Service Learning Hours" tab on the left-hand side.

3. Click on + New Timesheet.

4. Click Upload Timesheet. From your computer, upload your updated service hour time sheet. You should use one timesheet throughout the year. (*Note: Think of this as your evidence of your hours served)

5. After uploading your timesheet, next to where it says 'Organization,' write where you did your hours. Next to 'Job Title' write what it is that you did.

Civic and Service Learning Hours

Edit Timesheet

Track Your Hours	Upload Timesheet	(JPG, PDF, PNG)
Organization:	Write where you did your hours	⬅
Job Title:	Write the job that you did	⬅
Manager Email:	(Optional)	

+ Add

Date	Hours	Notes

6. Click on where it says '+ Add.' Then, write the date in which you did these hours and the total number of hours you completed. (*Note: This should be done for each time you completed service hours.) Press save.

Civic and Service Learning Hours

Edit Timesheet

Track Your Hours	Upload Timesheet	(JPG, PDF, PNG)
Organization:	Write where you did your hours	
Job Title:	Write the job that you did	
Manager Email:	(Optional)	

+ Add

Date	Hours	Notes
09/11/2025	3	

Cancel   **Save**