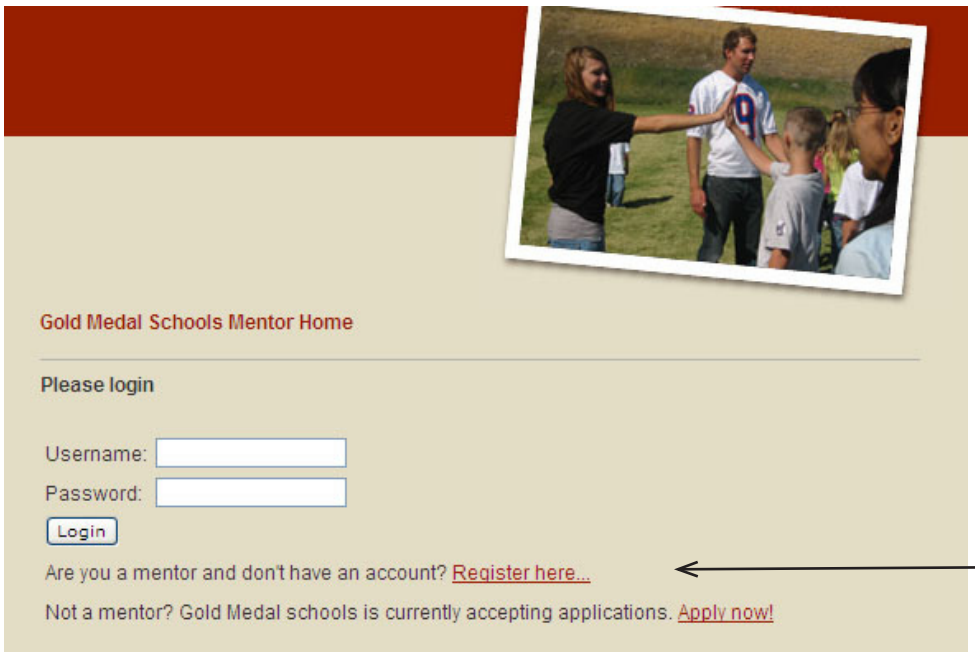
Reporting Hours

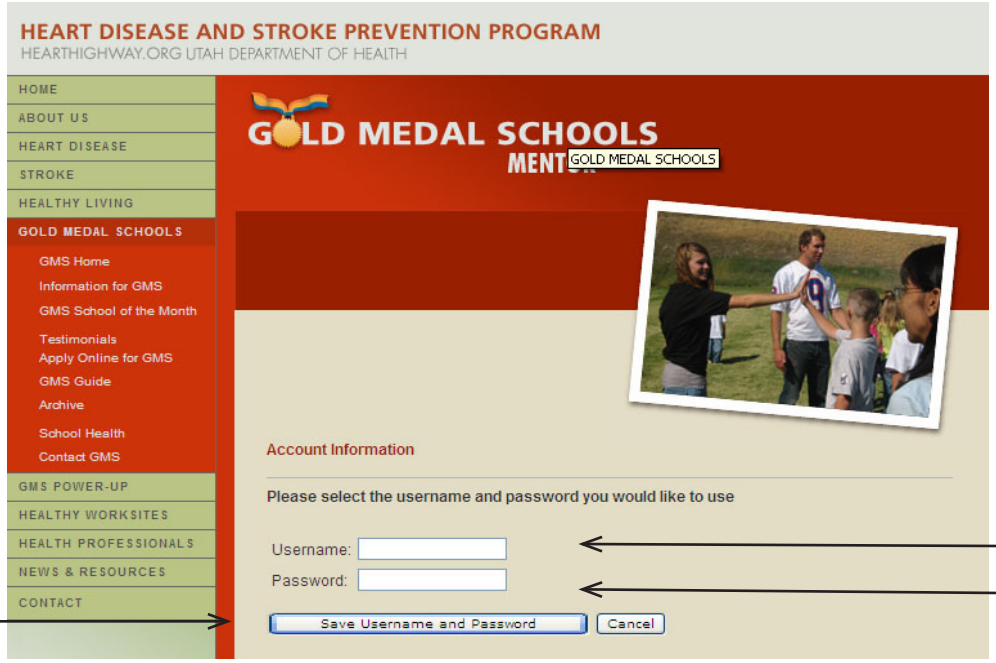
1. Visit www.hearthighway.org/gms/mentors
2. Click Register here to create an account



3. Enter your First Name
4. Enter your Last Name
5. Click Submit

Reporting Hours

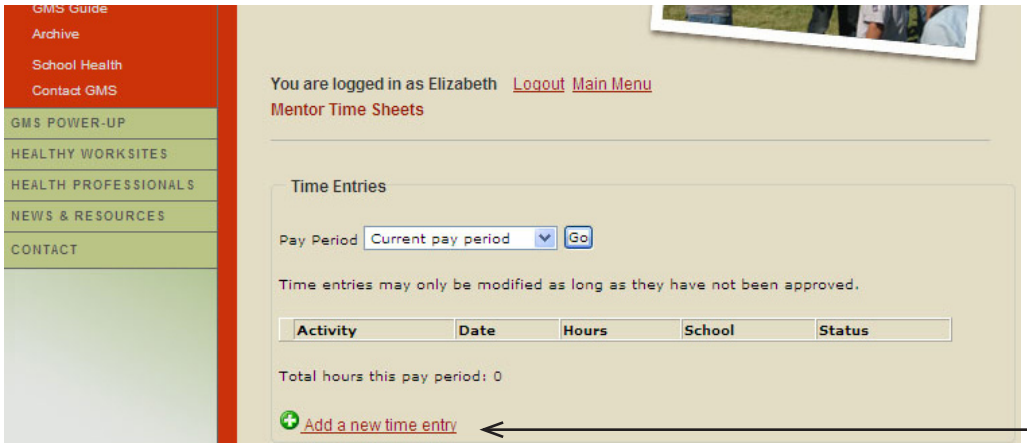
6. Create a Username
7. Create a Password
8. Click Save Username and Password
9. Once your Username and Password are created you will have to Login



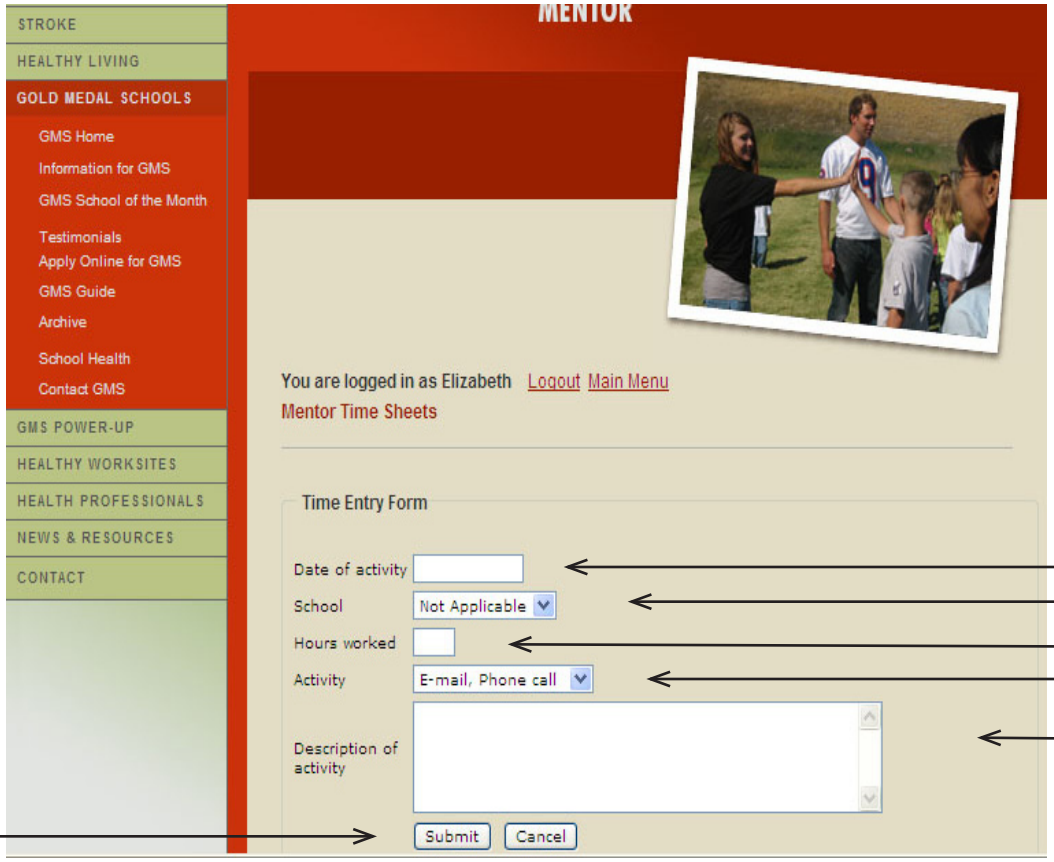
10. Click Timesheet

Reporting Hours

11. Click Add a new time entry



12. Enter Date of activity
13. Select school name from the school drop down box
14. Enter the number of hours worked
15. Choose appropriate activity from the activity drop down box
16. Enter Descritption of activity
13. Click Submit
14. Repeat Time Entry as needed



Reporting Hours

Notes

- Enter your hours daily
- Reminder e-mail will be sent on the Tuesday of the ending pay period
- Report hours from Saturday 12:00 AM to Friday 11:59 PM every two weeks
- Maximum of 20 hours for two weeks
- Over 20 hours worked must be approved by your Local Health Department Represenative before you submit your hours
- Hours will not be processed if hours are not submitted by Friday 11:59 AM until the following pay period
- Must complete a timesheet if reporting zero hours
- Information regarding time sheets can be found in the GMS Guide; 2- Mentor Logistics; Timesheet
- Username and Password must be at least 4 characters long
- If you forget your Username or Password you can:
    1. Register again and repeat steps 1-8
    2. Contact Sarah Rigby 801-538-9454 or srigby@utah.gov