



Southern Cross University

## Faculty of Health Professional Experience Unit (PEU) SONIA Quick Reference Guide

How do I submit a timesheet in SONIA?

1. [Log in to your SONIA portal.](#)
2. Navigate to the **Placements** tab.
3. Click the blue **Timesheets** button.

The screenshot shows the SONIA portal navigation menu with 'Placements' highlighted in green. Below the menu, a blue header bar displays 'OSTP2004 Osteopathic Studies II (5hrs SCU Health Clinic)'. To the right of this header are two buttons: 'Details' and 'Timesheets', with the 'Timesheets' button highlighted in red. Below the header, the placement details are shown: 'LIS - SCU Hlth Clinic - MON PM (2:00pm - 7:00pm) (SCU Health Clinic Lismore) | 2/05/2022 - 2/05/2022 (Monday)'.

4. Click the **Add new timesheet** button.

The screenshot shows the SONIA portal timesheet submission interface. At the top, there is a blue header bar with 'OSTP2004 Osteopathic Studies II (5hrs SCU Health Clinic)' and two buttons: 'Details' and 'Timesheets'. Below the header, the placement details are shown: 'LIS - SCU Hlth Clinic - MON PM (2:00pm - 7:00pm) (SCU Health Clinic Lismore) | 2/05/2022: 2/05/2022'. Below the placement details, there is a section for filtering timesheets with 'From' and 'To' date pickers and a 'Filter' button. Below the filter section, there is a blue bar with the text 'Drag and drop the Timesheet Status column to group by it'. Below this bar, there is a blue bar with a '+ Add new timesheet' button (highlighted in red), a 'Save' button, a 'Cancel' button, and a 'Refresh' button. Below the blue bar, there is a table with the following columns: Date, Duration, Unit, Activity, Competency, Attendance Status, Comment, Timesheet Status, Date Updated, and Updated By. Below the table, there is a 'No data' message and a pagination bar with 'Page size: 25' and '0 items in 1 pages'.

[www.scu.edu.au/health/health-placements/](http://www.scu.edu.au/health/health-placements/) E: [healthplacements@scu.edu.au](mailto:healthplacements@scu.edu.au) T: 07 5589 3439



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5. Enter the **hours** completed or hours absent.
6. Select the relevant **activity** from the dropdown list.
7. Select the relevant **competency** from the dropdown list.
8. Select the correct **attendance status** (completed for hours complete and absent for hours absent).
9. Click the **Save** button to submit the timesheet.
10. If you have made an error, click the **cancel** button.

OSTP2004 Osteopathic Studies II (5hrs SCU Health Clinic) Details Timesheets

LIS - SCU Hlth Clinic - MON PM (2:00pm - 7:00pm) (SCU Health Clinic Lismore) | 2/05/2022: 2/05/2022

From  To  Filter

Drag and drop the Timesheet Status column to group by it

+ Add new timesheet Save Cancel Refresh

Date	Duration	Unit	Activity	Competency	Attendance Status	Comment	Timesheet Status	Date Updated	Updated By
22/02/2022	5.00	Hours	SCU Health Clinic	SCU Health Clinic	Completed				

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