

ATTENDANCE AND REIMBURSEMENT INSTRUCTIONS

The screenshot shows the login page for the State of Connecticut Judicial Branch Intern Portal. The header includes the state logo and navigation links: My Intern Portal, Program Home, and Contact. A welcome message says "Welcome, Please Login or Register". The main content area has a "Log in" section with a welcome message, input fields for Email and Password, a "Remember me?" checkbox, a "Log in" button, and a "Register as a new student" button. A "Forgot your password?" link is also present. The Windows taskbar is visible at the bottom.

- ENTER YOUR EMAIL AND PASSWORD TO ACCESS YOUR INTERN PORTAL PAGE.
- IF YOU FORGET YOUR PASSWORD, CONTACT YOUR COORDINATOR TO RESET IT.

The screenshot shows the dashboard for a user named Nathaniel. The header includes navigation links: My Intern Portal, Program Home, Contact, My Profile, and New Application. The main content area has a "Welcome" message and a description of the program. Below this are two main sections: "Current Applications & Placements" and "Placement".

Current Applications & Placements

Semester	Location	Status
Spring	Court Service Center-(Norwich)	Placed

[Application History](#)

Placement

Journal Entries | Timesheet | Expense Log

Type Court Service Center
Workplace Court Service Center-(Norwich)
1 Courthouse Square,
Norwich, CT,
(860) 823-0857
Workplace Host Theresa Kaiser
Theresa.Kaiser@jud.ct.gov
Semester Spring
Start Date 01/06/2020
End Date 05/10/2020

Your customized page will appear.

Click on “Record Time “from the drop down list under “Timesheet” tab

New Timesheet Entry

Date 01/06/2020

Times 8:30 AM To 5:00

Save Entry Close



- ENTER YOUR TIME IN AND TIME OUT EACH DAY; DO NOT WAIT UNTIL END OF THE MONTH TO RECREATE.
- CLICK SAVE ENTRY (This is what it will look like. You can make changes in “Manage Timesheet” option)

State of Connecticut
Judicial Branch

My Intern Portal Program Home Contact My Profile New Application Hello, Nathaniel

My Timesheet Placement: Court Service Center

Record Time Worked Request Approval

Date	Time Start	Time End	Hours	Approved
January				
1/6/2020	8:30 AM	5:00 PM	8.5	 

Judicial Home | Common Legal Words | Contact Us | Find Help | Law by Subject | Research Guides | Site Map | Website Policies | CT.gov
Connecticut Judicial Branch © 2020

- ON YOUR LAST DAY OF THE MONTH, CLICK REQUEST APPROVAL FROM “TIMESHEET” DROP DOWN MENU

Request Timesheet Approval

This action will request approval by your workplace host for all currently unapproved timesheet entries.

Approval is needed for expense reimbursement and program credit. Once approved, the log entries cannot be updated or deleted.

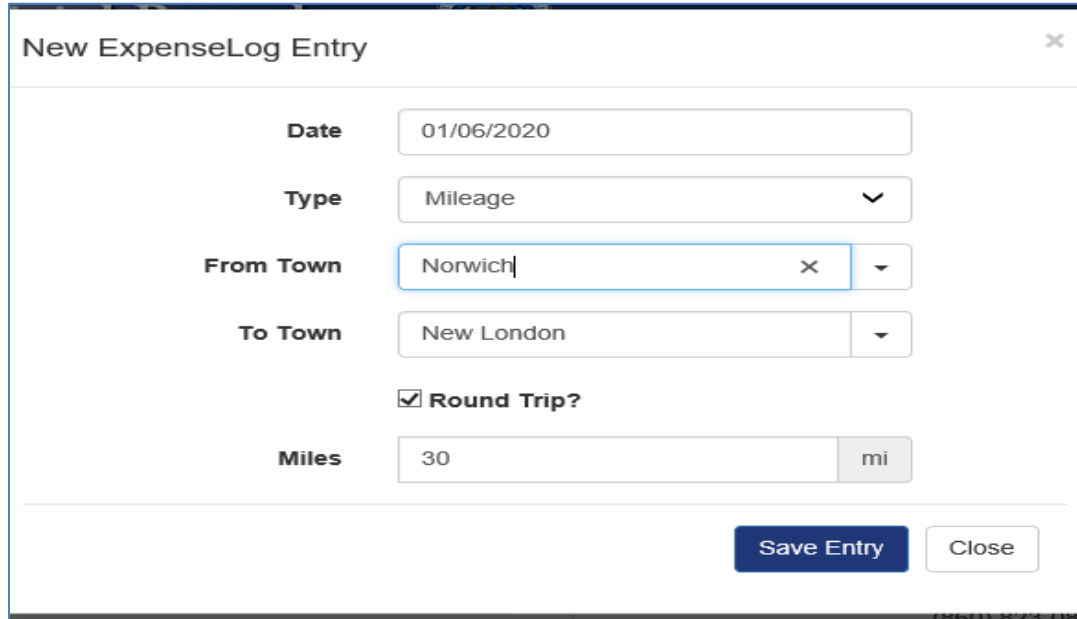
⚠ Are you sure you want to request approval?

Request Approval Cancel

- AN EMAIL WILL AUTOMATICALLY BE SENT TO YOUR WORKPLACE HOST FOR APPROVAL. S/HE WILL SEND APPROVAL EMAIL TO COORDINATOR.

REIMBURSEMENT INSTRUCTIONS:

In order to receive reimbursement for mileage, parking and public transportation, please follow the instructions below.

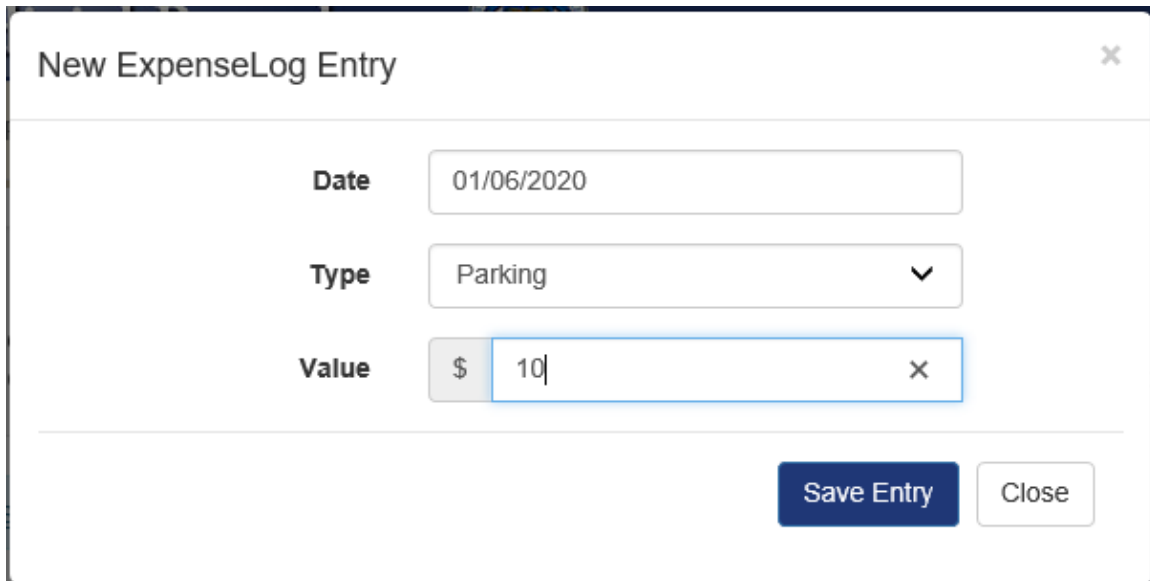


The screenshot shows a web form titled "New ExpenseLog Entry" with a close button (X) in the top right corner. The form contains the following fields and options:

- Date:** A text input field containing "01/06/2020".
- Type:** A dropdown menu with "Mileage" selected.
- From Town:** A dropdown menu with "Norwich" selected and a clear button (X).
- To Town:** A dropdown menu with "New London" selected.
- Round Trip?:** A checked checkbox.
- Miles:** A text input field containing "30" and a unit selector "mi".

At the bottom right, there are two buttons: "Save Entry" (dark blue) and "Close" (white with grey border).

- EACH DAY, ENTER YOUR MILEAGE WHEN YOU ENTER YOUR TIME; DO NOT WAIT UNTIL THE END OF THE MONTH.
- MAKE SURE YOU PUT THE ROUNDTrip AMOUNT AND CHECK THE BOX.
- CLICK SAVE ENTRY.



The screenshot shows a web form titled "New ExpenseLog Entry" with a close button (X) in the top right corner. The form contains the following fields and options:

- Date:** A text input field containing "01/06/2020".
- Type:** A dropdown menu with "Parking" selected.
- Value:** A text input field containing "\$ 10" and a clear button (X).

At the bottom right, there are two buttons: "Save Entry" (dark blue) and "Close" (white with grey border).

- IF YOU ARE CLAIMING PARKING, ENTER DATE AND AMOUNT.
- CLICK SAVE ENTRY.
- **YOU MUST STAPLE RECEIPTS TO FINAL REQUEST FORM TO RECEIVE COMPENSATION**

PUBLIC TRANSPORTATION

Edit ExpenseLog Entry ✕

Date

Type ▼

Value

- YOU MUST STAPLE RECEIPTS TO FINAL REQUEST FORM TO RECEIVE COMPENSATION

SAMPLE

State of Connecticut
Judicial Branch

My Intern Portal [Program Home](#) [Contact](#) [My Profile](#) [New Application](#) Hello, Nathaniel ▼

Expense Log entry saved successfully

My ExpenseLog **Placement:** Court Service Center ▼

[Record Expense](#) [Request Approval](#) [Download Expense Sheet](#) ▼

Date	Description	Value	Approved
1/7/2020	Public Transportation	\$12	⊙ ✎ ✖
1/6/2020	From NORWICH to New London and return	30 mi	⊙ ✎ ✖
1/6/2020	Parking	\$10	⊙ ✎ ✖

[Judicial Home](#) | [Common Legal Words](#) | [Contact Us](#) | [Find Help](#) | [Law by Subject](#) | [Research Guides](#) | [Site Map](#) | [Website Policies](#) | [CT.gov](#)
Connecticut Judicial Branch © 2020

AT THE END OF THE MONTH.....

After you have submitted your timesheet for approval and it has been approved by your workplace host, you will receive an email from your coordinator saying your time and mileage have been approved. **PAY CLOSE ATTENTION TO INSTRUCTIONS.**

DO NOT CLICK BUTTON FOR EXPENSE APPROVAL; YOUR COORDINATOR WILL APPROVE MILEAGE WHEN THE TIMESHEET IS APPROVED.

Good morning,

Your attendance and mileage have been approved for October. Please download the Expense Sheet (next to [New Expense Entry](#) tab). Remember to sign your name in blue ink directly above the gray border in Box 14. If you have any parking receipts, they should be stapled to the back of the invoice in date order. Make a copy for yourself and mail it to me at the address below. I have attached an example of the completed form as a reminder of what a completed form should look like.

Thank you,
Juana W. Brown

(14)	(15)	(16)	(17)	(18)
QTY	QUANTITY	UNITS	UNIT PRICE	AMOUNT
	10	mi	0.545	\$5.45
	1		15	\$15.00
	1		6	\$6.00
	60	mi	0.545	\$32.70
	1		20	\$20.00
	60	mi	0.545	\$32.70

1. Download Expense Sheet
2. Sign your name in blue ink directly above the gray border in Box 14.
3. Staple parking receipts to back of invoice in date order
4. Make a copy for yourself and send original to coordinator