

# HOW TO GET PAID

**You must submit your time sheet hours each month through IRMA.** This is the only way to process your payment.

Before submitting any hours for a new student, you must **REPORT THE START DATE** that you and your student agreed upon. Your hours will not be approved unless you report your student's start date.

You may submit all of your hours at once, or you may submit your hours on an ongoing basis after each class you teach.

If you are teaching a family, you must let your Program Manager know if they are taking lessons individually or as a group. This will affect your pay rate.

IOR Language Trainers are paid on the 15<sup>th</sup> of the month. If the 15<sup>th</sup> falls on a holiday or weekend, payments will be made on the previous business day. The closing date of the pay period is the last day of each month. Time sheets should list hours and expenses from the 1<sup>st</sup> day of the previous month through the last day of the previous month. For example: Lessons and expenses for October 1<sup>st</sup> through October 31<sup>st</sup> are due on or before November 1<sup>st</sup>, and you will be paid by the 15<sup>th</sup> of November.

We must receive your time sheet by 24:00 Central Time on the 1<sup>st</sup> of each month. There are no exceptions to this policy. Any time sheets received after the deadline will be held until the next pay period.

IOR Language Trainers must submit time sheets every month that lessons are taught. If no lessons are taught during a pay period, Language Trainers are expected to send an e-mail to their Language Program Manager stating why lessons are being postponed.

## **Student Sign-in Sheet**

For your protection, your students must sign to confirm each lesson you teach. You are REQUIRED to submit a sign-in sheet each month along with your time sheet(s). The student sign-in sheet can be found in the Forms and Documents section of the Procedure Portal.

For each lesson, write the date and number of hours taught, and update the hours remaining. Then have your student sign to confirm that the lesson took place. For lessons cancelled within 24 hours, mark the lesson as cancelled with late notice, and have the student sign for that lesson the next time you meet.

Please keep the original copies of these sign-in sheets until your students complete all of their authorized hours. We use the signatures to protect you, in case your student ever questions how many hours were taken. If there is ever such a dispute of hours, we will ask you to provide copies of these forms. If you do not have the signatures as proof of lessons, you may be required to pay IOR back for the lessons under dispute.

Never teach more than the hours that were authorized. IOR reserves the right to check for compliance of each teacher to the student sign-in sheet requirement as needed.

### **Recording Hours/Billable Time**

Billable hours are those hours you spend directly with your students teaching the target language. You are responsible for keeping track of your hours, and IOR will not pay for hours spent with students beyond the amount the client has authorized.

You may only bill for time that you spend with the client or time that the client cancels with less than 24 hours' notice of a scheduled lesson. You must inform the student within 24 hours if you are billing time for a cancelled lesson and have them sign on the student sign-in sheet, so that there are no disputes in the future.

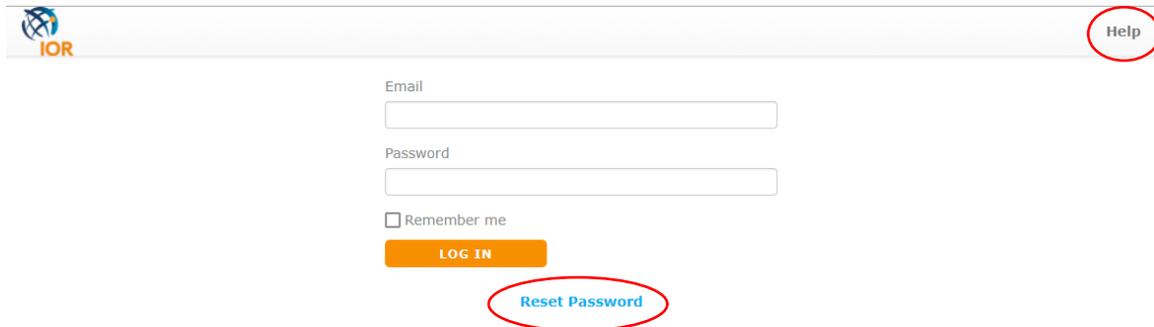
IOR does not reimburse for preparation or travel time. Your bank may charge you a fee to receive funds and deduct it from the total amount sent. IOR cannot prevent the charging of these fees, nor can IOR reimburse you for them.

When you record your hours on the time sheet, please report the time to the nearest quarter (0.25) hour.

# How to use IRMA: A Step-by-Step Guide

Log into IRMA using your e-mail address here:

<https://irma.iorworld.com/login>



The screenshot shows the IRMA login interface. At the top left is the IOR logo. At the top right is a 'Help' link circled in red. Below the header is a login form with the following elements:

- Email input field
- Password input field
- Remember me
- LOG IN button (orange)
- Reset Password link (blue, circled in red)

If you have trouble logging in, you may access the Help menu in the upper right-hand corner of the login screen. You may also click “Reset Password” to select a new password. IOR does NOT store your passwords, so please take note of the password you have selected.

Please scroll down through all IRMA instructions, or skip to one of the topics listed below:

1. [IRMA Dashboard](#)
2. [Program/Student Dashboard](#)
3. [Submitting Program Evaluations](#)
4. [Submitting the Initial PDP Report](#)
5. [Submitting Monthly Time Sheets](#)
6. [Submitting Sign-In Sheets](#)
7. [Submitting Expenses](#)
8. [Submitting Other Course Documents](#)
9. [Finishing a Program](#)

# 1. Upon logging in, you will land on your IRMA Dashboard:

The screenshot shows the IRMA Dashboard interface. At the top left is the IOR logo. To its right is a 'Your Programs' tab. On the top right, there are two buttons: 'Help' (labeled 1) and 'Account' (labeled 2). Below the navigation bar is a dropdown menu for 'Language Program'. Below that are two buttons: 'Open Programs' (labeled 3) and 'View Closed Programs' (labeled 4). The main content is a table with columns: Student, Company, RMC, StartDate, Program Manager, Program Key, and Action. The 'Action' column contains 'View' links, which are circled in red and labeled 5. At the bottom left, there is a pagination control showing '1'.

| Student               | Company        | RMC | StartDate    | Program Manager | Program Key                  | Action               |
|-----------------------|----------------|-----|--------------|-----------------|------------------------------|----------------------|
| Intermediate 2, SHURE | 2 Pro Services |     | Jun 13, 2017 | Agata Paciora   | P-2PRO-17-INTE/SHU-12566:LP1 | <a href="#">View</a> |
| Kocyan, Katarzyna     | 2 Pro Services |     | Jun 13, 2017 | Agata Paciora   | P-2PRO-17-KOCY/KAT-12565:LP2 | <a href="#">View</a> |
| Kocyan, Katarzyna     | 2 Pro Services |     | Jun 13, 2017 | Agata Paciora   | P-2PRO-17-KOCY/KAT-12565:LP1 | <a href="#">View</a> |
| Wnek, David           | 2 Pro Services |     | Jun 13, 2017 | Agata Paciora   | P-2PRO-17-WNEK/DAV-12564:LP1 | <a href="#">View</a> |
| Paciora, Agata        | 2 Pro Services |     | Jun 13, 2017 | Agata Paciora   | P-2PRO-17-PACI/AGA-12487:LP1 | <a href="#">View</a> |
| Bulok, Sandra         | Hollywood      |     | Oct 18, 2011 | Lydia Bai       | P-HW-11-BULO/SAN-1573:LP5    | <a href="#">View</a> |

From your IRMA dashboard, you can complete a number of actions:

1. Access the help menu for usage instructions
2. Access the Account menu to:
  - a. View and edit your profile
  - b. Log out
3. View a list of all of your currently open programs
4. View a list of all programs that you have completed and are now closed out
5. View specific information about any listed program that you are currently or have previously been assigned to

**2. Upon clicking “View,” you will land on the Program/Student Dashboard. This dashboard contains information specific only to the one program you have selected:**

Assignee: Bulok, Sandra

1 → Due Date: Dec/31/17

Time Sheet | Expenses | Course Documents | Finish Program 2

Oct/01/17 - Oct/31/17 3

Total Program Hours: 100 | Hours Used: 11 | Hours Remaining: 89 3 | Status: None

4 → Submit a Program Eval

5 → Submit a PDP Report

6 → Submit a Time Sheet

7 → Submit a Sign-In Sheet

8 → Complete your Pay Period

By completing your document submission by the 1st of each month, your payment method will be processed by the 15th.

I agree to the terms

Complete Pay Period

1. Not every program has a due date. If one of your programs has a due date, this means that you cannot teach past that due date, regardless of how many approved hours the student(s) has remaining. Please check in with your Program Manager if you are unsure about when you should stop teaching any particular student.
2. This date range represents the current pay period. In this image, this means you should be submitted all hours that you taught Sandra Bullock from October 1-October 31, 2017. By default, this will always show the current pay period, but you may click the blue triangle to the left to view previous pay periods. You may NOT submit hours in previous pay periods.
3. This number reflects how many hours you have remaining for the selected student based on how many hours you have already submitted.
4. The “Submit a Program Eval” menu allows you to evaluate the selected language program. You will be asked to complete this only once after you have completed 10 or more hours with that student. You cannot complete your pay period without completing this evaluation.

5. The “Submit a PDP Report” menu allows you to upload your student’s PDP after their first lesson. You will be asked to complete this only the first time you submit time for a new student. You cannot complete your first pay period without uploading this report.
6. The “Submit a Time Sheet” menu is where you will input all hours taught, lesson records, and late cancellations.
7. The “Submit a Sign-In Sheet” menu is where you will submit all Sign-In Sheets that correspond with your submitted hours in any given pay period.
8. The “Complete your Pay Period” tool sends your submitted hours and documents to your Program Manager. You should ONLY complete your pay period if you have submitted ALL hours and sign-in sheets for the selected pay period for the selected student. If you still have more hours to submit, do NOT complete your pay period until you finish submitting any additional hours. Any hours or documents you submit will be saved in IRMA even if you do not complete your pay period. By clicking “Complete your Pay Period” you are acknowledging that you will not submit any additional hours until the following month, and you are notifying your Program Manager that your time sheets are ready to be approved and processed.

### 3. After teaching 10 or more hours to a new student, you will be asked to complete a Program Evaluation. Click “Start Survey.”

Assignee: Paciora, Agata

Time Sheet Expenses Course Documents Finish Program

Oct/01/17 - Oct/31/17

Total Program Hours: 150 Hours Used: 10 Hours Remaining: 140 Status: None

Submit a Program Eval

You have completed 10 or more hours of lessons with this student! Please complete a Program Evaluation about this course.

Start Survey

Submit a PDP Report

Submit a Time Sheet

Submit a Sign-In Sheet

### Time Sheets

| Date Submitted  | Hours | Late Cancellation | Actions     |
|---|-------|-------------------|-------------|
| Oct/17/17   | 5     | No                | Edit Delete |
| Introductions; field trip                             |       |                   |             |
| Oct/26/17   | 5     | No                | Edit Delete |
| Intensive lesson. Shopping and ordering food lessons. |       |                   |             |

Complete your Pay Period

By completing your document submission by the 1st of each month, your payment method will be processed by the 15th.

I agree to the terms

Complete Pay Period

You will be redirected to a short Survey Monkey Survey. Please answer each question honestly. Your answers will help IOR provide better service to YOU as we assign more students to you. Remember to click “Done” when complete!

Post Program Survey

DON'T CLOSE THIS WINDOW! It will close on its own once responses are saved. This may take 1 minute.

IOR global services  
ADVANCING GLOBAL TALENT

IOR Language Training: Language Trainer Program Evaluation - Staging

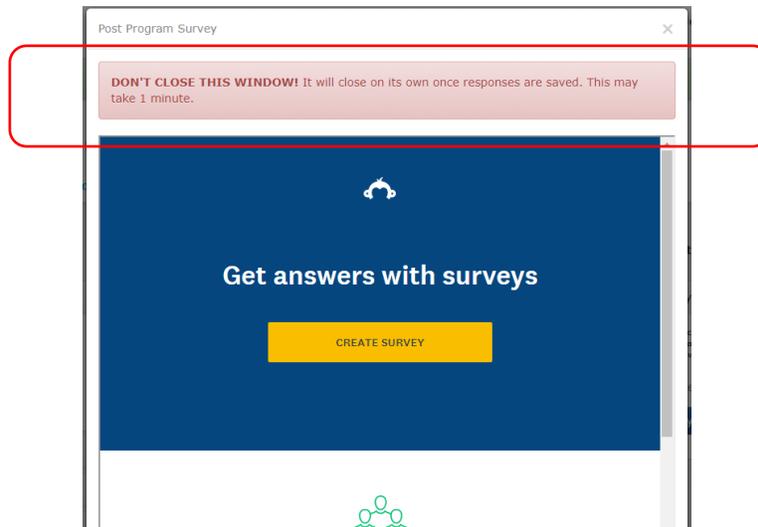
### 3. Thank you!

We appreciate your feedback! If you have any questions or concerns about this language program or how to access the IOR Procedure Portal, please contact your Language Program Manager or e-mail languageteam@iorworld.com.

<< Prev Done >>

Powered by  
SurveyMonkey  
See how easy it is to create a survey.

Upon completing the survey and clicking “Done,” you will see a screen like the one below (although the ads may vary) with a message that says “DON’T CLOSE THIS WINDOW!” This window will disappear on its own; this may take up to one minute, so please be patient. You will then be redirected back to your Program Dashboard. DO NO CLICK OUT OF THIS WINDOW!!! If you click out, you will have to take the survey again.



You will see that the “Submit a Program Eval” menu now has a confirmation message that the survey has been completed. You will not have to complete this again for the selected program.

Assignee: Paciora, Agata

Time Sheet Expenses Course Documents Finish Program

Oct/01/17 - Oct/31/17

Total Program Hours: 150 Hours Used: 10 Hours Remaining: 140 Status: None

Submit a Program Eval

Your Program Evaluation has been submitted! Please contact your Language Program Manager if you need to discuss your feedback in greater detail.

Submit a PDP Report

Submit a Time Sheet

Submit a Sign-In Sheet

### Time Sheets

| Date Submitted  | Hours | Late Cancellation | Actions                                     |
|---|-------|-------------------|---|
| Oct/17/17   | 5     | No                | <a href="#">Edit</a> <a href="#">Delete</a> |
| introductions; field trip                             |       |                   |   |
| Oct/26/17   | 5     | No                | <a href="#">Edit</a> <a href="#">Delete</a> |
| intensive lesson. Shopping and ordering food lessons. |       |                   |   |

Complete your Pay Period

By completing your document submission by the 1st of each month, your payment method will be processed by the 15th.

I agree to the terms

[Complete Pay Period](#)

#### 4. When submitting your first Time Sheet for a new student you will be asked to submit a PDP Report.

Simply open the “Submit a PDP Report” menu, upload a file, and click “Save and Submit to IOR.” You will still be able to submit additional hours for the current pay period after you submit the PDP.

Assignee: Paciora, Agata

Time Sheet Expenses Course Documents Finish Program

Oct/01/17 - Oct/31/17

Total Program Hours: 150 Hours Used: 10 Hours Remaining: 140 Status: None

Submit a Program Eval

Submit a PDP Report

Media \*

Choose File No file chosen

Save and Submit to IOR

Submit a Time Sheet

Submit a Sign-In Sheet

### Time Sheets

| Date Submitted  | Hours | Late Cancellation | Actions     |
|---|-------|-------------------|-------------|
| Oct/17/17   | 5     | No                | Edit Delete |
| introductions; field trip                             |       |                   |             |
| Oct/26/17   | 5     | No                | Edit Delete |
| intensive lesson. Shopping and ordering food lessons. |       |                   |             |

Complete your Pay Period

By completing your document submission by the 1st of each month, your payment method will be processed by the 15th.

I agree to the terms

Complete Pay Period

## 5. You must submit a Time Sheet for each student every month.

Simply open the “Submit a Time Sheet” menu, and submit each date and time taught. Please submit each date separately!

**Date:** Use the calendar icon to select the date of the lesson.

**Hours:** In increments of .25, enter the amount of time you spent in class with your student on the reported date.

**Late Cancellation:** Only check this box if your student cancelled the lesson with less than 24 hours’ notice.

**Lesson Record:** Please provide a brief description of what you did in class. One short sentence is sufficient.

Assignee: Paciora, Agata

Time Sheet Expenses Course Documents Finish Program

Oct/01/17 - Oct/31/17

Total Program Hours: 150 Hours Used: 10 Hours Remaining: 140 Status: None

Submit a Program Eval

Submit a PDP Report

Submit a Time Sheet

Date \*  
2017-10-23

Hours \*  
0.00

Late Cancellation

A late cancellation is when your student cancels your scheduled lessons less than 24 hours before your scheduled time

Lesson Record \*

Please provide a short description of what you did in class

Save and Submit to IOR

Submit a Sign-In Sheet

### Time Sheets

| Date Submitted  | Hours | Late Cancellation | Actions     |
|---|-------|-------------------|-------------|
| Oct/17/17   | 5     | No                | Edit Delete |
| introductions; field trip                             |       |                   |             |
| Oct/26/17   | 5     | No                | Edit Delete |
| intensive lesson. Shopping and ordering food lessons. |       |                   |             |

### Sign-In Sheets

| Date Submitted | Sign-in Sheet | Actions |
|----------------|---------------|---------|
|----------------|---------------|---------|

Complete your Pay Period

By completing your document submission by the 1st of each month, your payment method will be processed by the 15th.

I agree to the terms

Complete Pay Period

By clicking “Save and Submit to IOR, each lesson that you submit will populate in the center of the screen in the section labeled “Time Sheets.” You may continue to add lessons here until the end of the pay period.

Assignee: Paciora, Agata

Time Sheet Expenses Course Documents Finish Program

Oct/01/17 - Oct/31/17

Total Program Hours: 150 Hours Used: 10 Hours Remaining: 140 Status: None

Submit a Program Eval

Submit a PDP Report

Submit a Time Sheet

Date \*

2017-10-23

Hours \*

0.00

Late Cancellation

A late cancellation is when your student cancels your scheduled lessons less than 24 hours before your scheduled time

Lesson Record \*

Please provide a short description of what you did in class

Save and Submit to IOR

### Time Sheets

| Date Submitted  | Hours | Late Cancellation | Actions                                     |
|---|-------|-------------------|---|
| Oct/17/17   | 5     | No                | <a href="#">Edit</a> <a href="#">Delete</a> |
| introductions; field trip                             |       |                   |   |
| Oct/26/17   | 5     | No                | <a href="#">Edit</a> <a href="#">Delete</a> |
| intensive lesson. Shopping and ordering food lessons. |       |                   |   |

### Sign-In Sheets

| Date Submitted | Sign-in Sheet | Actions |
|----------------|---------------|---------|
|----------------|---------------|---------|

Complete your Pay Period

By completing your document submission by the 1st of each month, your payment method will be processed by the 15th.

I agree to the terms

Complete Pay Period

If you make a mistake, you may edit or delete any Time Sheet submission by clicking the “Edit” or “Delete” links next to each Time Sheet Record. You may only edit or delete submissions if you have NOT clicked “Complete your Pay Period.”

### Time Sheets

| Date Submitted  | Hours | Late Cancellation | Actions                                     |
|---|-------|-------------------|---|
| Oct/17/17   | 5     | No                | <a href="#">Edit</a> <a href="#">Delete</a> |
| introductions; field trip                             |       |                   |   |
| Oct/26/17   | 5     | No                | <a href="#">Edit</a> <a href="#">Delete</a> |
| intensive lesson. Shopping and ordering food lessons. |       |                   |   |

## 6. For each Time Sheet you submit, you must submit a corresponding Sign-In Sheet.

Simply open the “Submit a Sign-In Sheet” menu, and submit ONE Sign-In Sheet for the current pay period. It must include all dates that you submitted in the Time Sheet section. In the “Date” field, you may select the date that you are uploading the file. This date does not need to correspond with any lesson.

Assignee: Paciora, Agata

The screenshot shows a web application interface for document submission. At the top, there are tabs for 'Time Sheet', 'Expenses', 'Course Documents', and 'Finish Program'. Below the tabs, the current period is 'Oct/01/17 - Oct/31/17'. Summary statistics show 'Total Program Hours: 150', 'Hours Used: 10', 'Hours Remaining: 140', and 'Status: None'. A sidebar on the left contains a dropdown menu with options: 'Submit a Program Eval', 'Submit a PDP Report', 'Submit a Time Sheet', and 'Submit a Sign-In Sheet'. The 'Submit a Sign-In Sheet' option is highlighted with a red circle. The main content area is titled 'Time Sheets' and contains a table with the following data:

| Date Submitted  | Hours | Late Cancellation | Actions                                     |
|---|-------|-------------------|---|
| Oct/17/17   | 5     | No                | <a href="#">Edit</a> <a href="#">Delete</a> |
| introductions; field trip                             |       |                   |   |
| Oct/26/17   | 5     | No                | <a href="#">Edit</a> <a href="#">Delete</a> |
| intensive lesson. Shopping and ordering food lessons. |       |                   |   |

Below the 'Time Sheets' table is a section titled 'Sign-In Sheets' with a table containing one entry:

| Date Submitted | Sign-in Sheet            | Actions                                     |
|----------------|--------------------------|---|
| Oct/23/17      | <a href="#">Download</a> | <a href="#">Edit</a> <a href="#">Delete</a> |

On the right side of the interface, there is a 'Complete your Pay Period' section with a checkbox for 'I agree to the terms' and a 'Complete Pay Period' button. A 'Save and Submit to IOR' button is located at the bottom of the 'Submit a Sign-In Sheet' dropdown menu.

By clicking “Save and Submit to IOR, each Sign-In Sheet that you submit will populate in the center of the screen in the bottom section labeled “Sign-In Sheets.” Only one Sign-In Sheet is required per pay period, but you may submit more than one if your lessons don’t all fit on one page.

If you make a mistake, you may edit or delete any Sign-In Sheet submission by clicking the “Edit” or “Delete” links next to the uploaded document. You may also click “Download” to view the document that you have submitted. You may only edit or delete submissions if you have NOT clicked “Complete your Pay Period.” Once you click “Complete your Pay Period,” you will still be able to download and view the Sign-In Sheet(s) that you have submitted.

Assignee: Paciora, Agata

The screenshot displays a web interface for program management. At the top, there are navigation tabs: "Time Sheet" (selected), "Expenses", "Course Documents", and "Finish Program". Below the tabs, the current period is "Oct/01/17 - Oct/31/17". Summary statistics show "Total Program Hours: 150", "Hours Used: 10", "Hours Remaining: 140", and "Status: None".

The "Time Sheets" section contains a table with the following data:

| Date Submitted  | Hours | Late Cancellation | Actions                                     |
|---|-------|-------------------|---|
| Oct/17/17   | 5     | No                | <a href="#">Edit</a> <a href="#">Delete</a> |
| introductions; field trip                             |       |                   |   |
| Oct/26/17   | 5     | No                | <a href="#">Edit</a> <a href="#">Delete</a> |
| intensive lesson. Shopping and ordering food lessons. |       |                   |   |

Below the "Time Sheets" section is the "Sign-In Sheets" section, which is highlighted with a red box. It contains a table with the following data:

| Date Submitted | Sign-in Sheet            | Actions                                     |
|----------------|--------------------------|---|
| Oct/23/17      | <a href="#">Download</a> | <a href="#">Edit</a> <a href="#">Delete</a> |

On the left side, there are several submission options: "Submit a Program Eval", "Submit a PDP Report", "Submit a Time Sheet", and "Submit a Sign-In Sheet". The "Submit a Sign-In Sheet" option is expanded, showing a "Date \*" field with a calendar icon, a "Media \*" field with a "Choose File" button and "No file chosen" text, and a "Save and Submit to IOR" button.

On the right side, there is a "Complete your Pay Period" section with a warning message: "By completing your document submission by the 1st of each month, your payment method will be processed by the 15th." Below this is a checkbox for "I agree to the terms" and a "Complete Pay Period" button.

7. If you were approved to purchase books, materials, or other class resources, you may submit those expenses in the “Expenses” tab of your Program/Student Dashboard.

IOR Your Programs Help Account ▾

Assignee: Paciora, Agata

Time Sheet Expenses Course Documents Finish Program

ADD EXPENSE ▾ Only previously approved expenses are allowed.

*Services*

| Service               | Amount      | Location      | City   | Payment Process Date |
|-----------------------|-------------|---------------|--------|----------------------|
| Set Up Fee            | \$0.00      | United States | Oaxaca |                      |
| Language incl. travel | \$100.00    | United States | Oaxaca |                      |
| <b>Total:</b>         | \$10,000.00 |               |        |                      |

*Expenses*

Click “Add Expense” and select the type of expense you wish to add.

Assignee: Paciora, Agata

Time Sheet Expenses Course Documents Finish Program

ADD EXPENSE ▾ Only previously approved expenses are allowed.

- Add Books/Materials
- Add Miscellaneous
- Add Copies

| Service               | Amount      | Location      | City   | Payment Process Date |
|-----------------------|-------------|---------------|--------|----------------------|
| Set Up Fee            | \$0.00      | United States | Oaxaca |                      |
| Language incl. travel | \$100.00    | United States | Oaxaca |                      |
| <b>Total:</b>         | \$10,000.00 |               |        |                      |

*Expenses*

## Books/Materials

**Expense Document:**

Please upload your receipt.

**Establishment/Purpose:**

This is the store/company where you purchased or ordered your book or resource.

**Date of Expense:**

This date should match the purchase date on your receipt.

**Reimbursement Amount:**

This amount should be in USD. It should match the price on the receipt you uploaded. If you are unsure of the dollar amount in USD, please click “Currency Converter,” select the date of the purchase (to account for fluctuating exchange rates), and select the currency.

**Budget Remaining:**

This number automatically updates to show how much money is left for you to use on this student’s books and resources. Please note, the student is to keep all books purchased using the book budget.

**Description:**

This space is for an optional brief description of what you purchased.

The screenshot shows a web form titled "Submit Books/Materials Expense" with a close button in the top right corner. The form contains the following fields and elements:

- Expense Document \***: A file upload field with a "Choose File" button and the text "No file chosen". Below it, a small orange text note reads "Supported Files(pdf, txt, rtf, doc, docx, jpg, png, jpeg) 8Mb Max."
- Establishment/Purpose \***: A standard text input field.
- Date of Expense \***: A date picker field with a calendar icon on the right.
- Reimbursement Amount \***: A currency input field showing "\$" and "\$". Below it, a small orange text note reads "In \$ USD as of date of expense." and a blue link labeled "Currency Converter" is present.
- Budget Remaining**: A read-only field showing "\$ 160.00".
- Description**: A large text area for entering a description.
- SAVE AND SUBMIT TO IOR**: A blue button at the bottom of the form.

## Copies

### Establishment/Purpose:

This is the store/company/location where you purchased or made copies. You do NOT need to submit a receipt for copies.

### Date of Expense:

This should reflect the date that you are submitted the expense.

### Cost per Copy:

This number will not change. IOR reimburses \$0.05 per copy.

### # Copies:

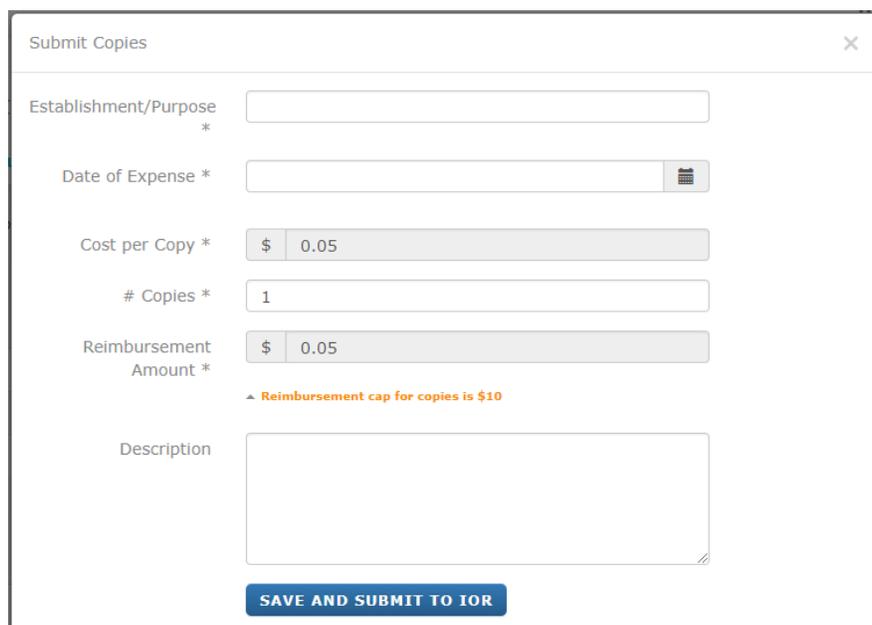
This is the number of copies you made.

### Reimbursement Amount:

This number will calculate automatically based on the number of copies you submit. You cannot edit this number. You must get prior approval if you plan to make more than \$10 dollars' worth of copies.

### Description:

This space is for an optional brief description of the copies you made or purchased.



The screenshot shows a web form titled "Submit Copies" with a close button (X) in the top right corner. The form contains the following fields and elements:

- Establishment/Purpose \***: A text input field.
- Date of Expense \***: A date picker field with a calendar icon.
- Cost per Copy \***: A currency input field showing "\$ 0.05".
- # Copies \***: A text input field showing "1".
- Reimbursement Amount \***: A currency input field showing "\$ 0.05".
- Reimbursement cap for copies is \$10**: A small orange text note with a triangle icon.
- Description**: A large text area for optional input.
- SAVE AND SUBMIT TO IOR**: A blue button at the bottom of the form.

8. If you have any additional course documents to submit for your student that are not related to your monthly time sheet submission, you may submit them in the “Course Documents” tab of the Program/Student Dashboard.

Your Programs Help Account ▾

Assignee: Paciora, Agata

[Time Sheet](#) [Expenses](#) **Course Documents** [Finish Program](#)

\* Indicates required field

Document \*  No file chosen

▲ Supported Files(pdf, txt, rtf, doc, docx, jpg, png, jpeg) 8Mb Max.

Document Type \*

| Document Type | Document Name | Download | Action |
|---------------|---------------|----------|--------|
|---------------|---------------|----------|--------|

Click “Choose File” to upload the document you wish to add, and then select the document type, and click “Save and Submit to IOR.”

You will notice that each document you submit will populate at the bottom of the screen. You may download, view, edit, and delete these documents as long as your program is open. Once your program is closed, you will only be able to view.

Assignee: Paciora, Agata

[Time Sheet](#) [Expenses](#) **Course Documents** [Finish Program](#)

\* Indicates required field

Document \*  No file chosen

▲ Supported Files(pdf, txt, rtf, doc, docx, jpg, png, jpeg) 8Mb Max.

Document Type \*

| Document Type | Document Name            | Download                 | Action   |
|---------------|--------------------------|--------------------------|--|
| Lesson Plans  | Lesson Plan Template.pdf | <a href="#">Download</a> | <a href="#">Edit</a><br><a href="#">Delete</a> |
| PDP           | PDP Progress Report.pdf  | <a href="#">Download</a> | <a href="#">Edit</a><br><a href="#">Delete</a> |

**9. Once you have completed all program hours (once there are NO MORE hours remaining), please check in with your Program Manager to verify if the program is ready to be closed. If so, you may close your program in the “Finish Program” tab of the Program/Student Dashboard.**

Simply check off the box labeled “I agree, my program is complete” and click “Save and Submit to IOR.”

PLEASE NOTE: You cannot edit anything in the program once you finish the program! If you have any updates or edits to make, please make them BEFORE you complete the “Finish Program” tab!

Assignee: Paciora, Agata

Once your Program Manager approves your submission and closes the program internally, the program will move to your “Closed Programs” tab:

Language Program

Open Programs

View Closed Programs

| Student           | Company        | RMC | StartDate    | Program Manager | Program Key                  | Action               |
|-------------------|----------------|-----|--------------|-----------------|------------------------------|----------------------|
| Kocyan, Katarzyna | 2 Pro Services |     | Jun 13, 2017 | Agata Paciora   | P-2PRO-17-KOCY/KAT-12565:LP2 | <a href="#">View</a> |
| Wnek, David       | 2 Pro Services |     | Jun 13, 2017 | Agata Paciora   | P-2PRO-17-WNEK/DAV-12564:LP2 | <a href="#">View</a> |
| Wnek, David       | 2 Pro Services |     | Jun 13, 2017 | Agata Paciora   | P-2PRO-17-WNEK/DAV-12564:LP1 | <a href="#">View</a> |
| Paciora, Agata    | 2 Pro Services |     | Jun 13, 2017 | Agata Paciora   | P-2PRO-17-PACI/AGA-12487:LP3 | <a href="#">View</a> |
| Paciora, Agata    | 2 Pro Services |     | Jun 13, 2017 | Agata Paciora   | P-2PRO-17-PACI/AGA-12487:LP2 | <a href="#">View</a> |

« 1 »