

Steps for Submitting KDP Service Hours for Approval

1. www.uwa.edu
2. Current Students, Faculty, and Staff
3. Technology → eForms



The screenshot shows the 'etrieve | CENTRAL' interface. On the left, a navigation menu includes 'Flow', 'Inbox', 'Activity', 'Forms', and 'Drafts'. The 'Forms' menu item is highlighted in purple. A yellow arrow points from the text '1. Choose Forms.' to this highlighted item. To the right, a 'Forms' dropdown menu is open, listing various forms. A second yellow arrow points from the text '2. Choose Kappa Delta Pi Service Hours' to the 'Kappa Delta Pi Service Hours' entry in the list. Other visible items in the list include 'Event Facility and McConnell Request', 'Financial Aid', 'Emergency Educational Funding Form', 'Graduate Assistantship Application', 'Graduate Studies Change of Degree', 'Honor Societies', 'Human Resources', 'A-4', 'Confidentiality Agreement', 'Direct Deposit Form', 'I-9', 'W-4', 'Leave Requests', 'Comp Time Request Form', and 'Leave Request Form'.



The screenshot shows the etrieve CENTRAL interface. On the left, a sidebar menu lists various forms, with 'Kappa Delta Pi Service Hours' highlighted in purple. The main content area displays a preview of the form. The form header includes the UWA logo and the title 'Kappa Delta Pi Service Hours'. Below the header, there are input fields for 'Date' (12/08/2021), 'CID' (0135106), and 'Name' (Vick, Courtney). The form contains several sections: 'Name of Activity' and 'Hours Earned' (input fields); 'Contact Person Name' and 'Contact Person Email' (input fields); a text area for 'Please provide a description of the activity below:'; an 'Office Use Only' section with radio buttons for 'Approved' and 'Denied', and an 'Hours Approved' input field; and a final 'Additional Notes' text area. At the bottom of the preview, there are icons for 'Submit', 'Attachments', 'Download', and 'Print'.

The form will population your name, the date, and your student ID. You will enter the name of the activity (ex.: UCS Fall Festival), the Hours Earned, Contact Person Name and E-mail, and a description of the activity. You will then press Submit.



The screenshot displays the eForm interface for a Kappa Delta Pi Service Hours form. The left sidebar shows the navigation menu with 'Activity' highlighted. The main content area shows the form details, including the UWA logo, form title, and various input fields for activity information. A yellow arrow points to the 'Activity' folder in the sidebar.

Once submitted, you can look in the activity folder in your eForms home page. On the backend, the form is routed to Dr. Vick and Dr. Griffith for approval.



The screenshot shows the 'etrieve | CENTRAL' interface. On the left is a navigation menu with 'Inbox', 'Activity', 'Forms', and 'Drafts'. The main content area displays a 'Kappa Delta Pi Service Hours' form. The form header includes the UWA logo and the title 'Kappa Delta Pi Service Hours'. Below the header is a table with columns for Date, CID, and Name, containing the entry: 12/08/2021, 0135106, Vick, Courtney. The form then has sections for 'Name of Activity' (UCS Fall Festival) and 'Hours Earned' (4). It also includes fields for 'Contact Person Name' (Kim Griffithh) and 'Contact Person Email' (kgriffith@uwa.edu). A text area for 'Please provide a description of the activity below:' contains the text: 'Worked a booth at the Fall Festival from 4 p.m. - 8 p.m. Also assisted with cleanup.' The 'Office Use Only' section has radio buttons for 'Approved' and 'Denied', and a 'Hours Approved' field with the value 4. An 'Additional Notes' field is at the bottom. A footer bar contains icons for History, Attachments, Download, and Print.

The final form, once approved or denied, will show the hours approved. You can then add this activity to your Service Project Workbook to keep a running total. Do not add hours until they are listed as approved.

Service Hours will only be accepted within 2 weeks of the date of the activity.



Questions?

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