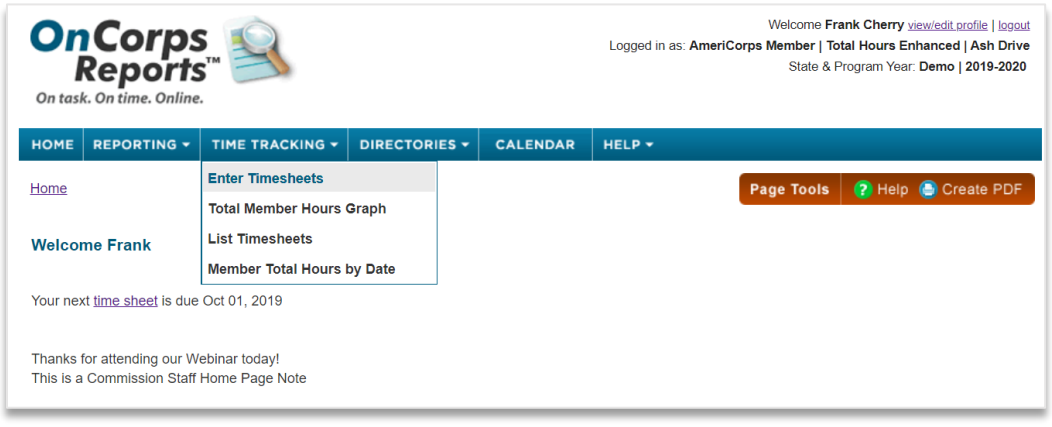
AmeriCorps Members Enhanced Time Tracking Tutorial

This user guide is designed as a guide for AmeriCorps members on how to access, enter, and review their service hours. Each program can customize their timesheets, so your actual timesheet may look different than the examples shown in this tutorial. You program can advise you on any particular steps or standards they want you to follow in reporting your service time.

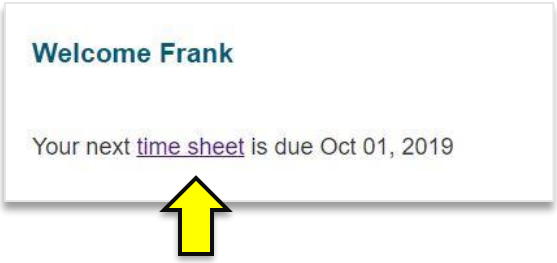
Time Tracking Workflow

The Time Tracking menu is where members can enter and view their service hours. You can find the following pages under the Time Tracking menu:

- Enter Timesheets
- Total Member Hours Graph
- List Timesheets
- Member Total Hours by Date



Members can bypass the Time Tracking menu and access the current timesheet period by clicking on the homepage link.



The time entry process for member timesheets generally includes the following steps:

1. Select a Timesheet Period
2. Enter data
    1. Enhanced (Total Hours)
    2. Enhanced (Time In/Out) Pop Up
    3. Enhanced (Time In/Out) Radio Buttons
    4. Multiple Supervisors
    5. Certification
    6. Other requirements
3. Submit for Approval
4. Review Service Hours

After you submit a timesheet, your supervisor is notified and is able to approve or reject at this time.

If a timesheet is rejected, you will receive an email notification as well as a reminder on your home page when you next log into OnCorps Reports. Timesheets can be submitted, rejected, changed, and resubmitted as many times as needed.

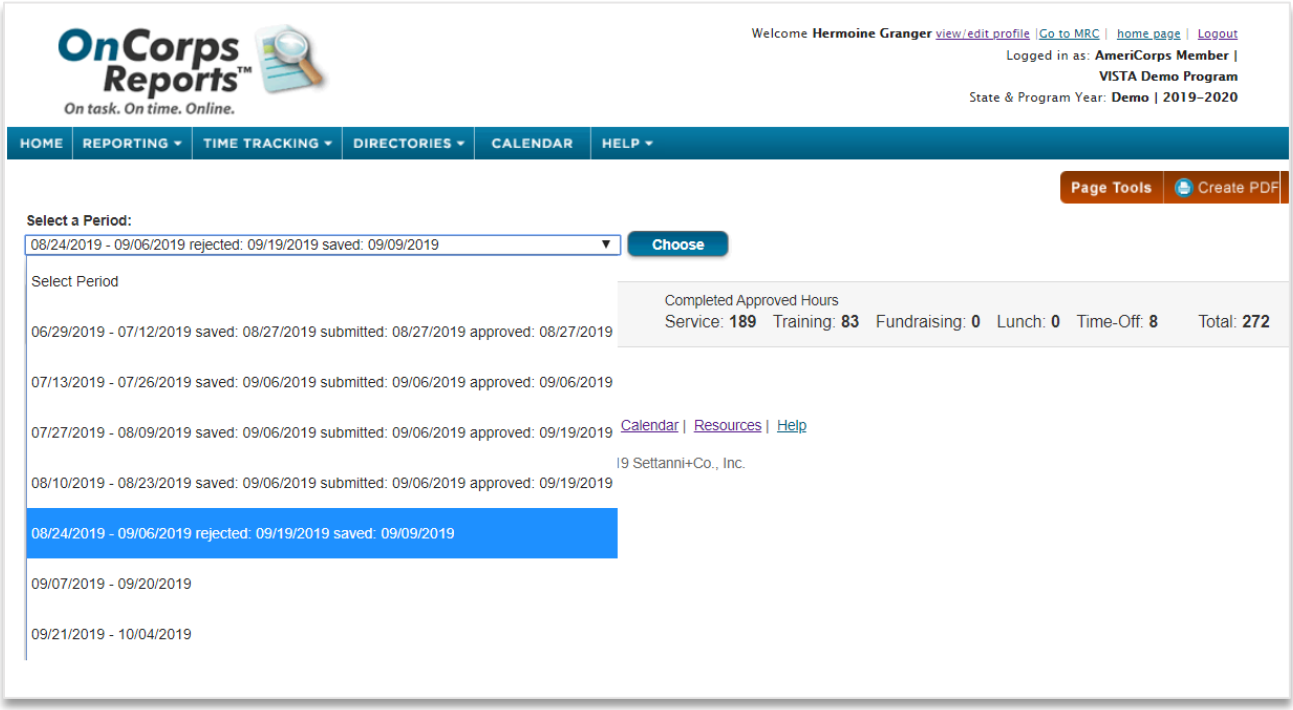
Your Program Director is able to unlock a submitted or approved timesheet at any time. If a timesheet is unlocked, you will receive an email notification as well as a home page notice in OnCorps Reports.

Enter Timesheets

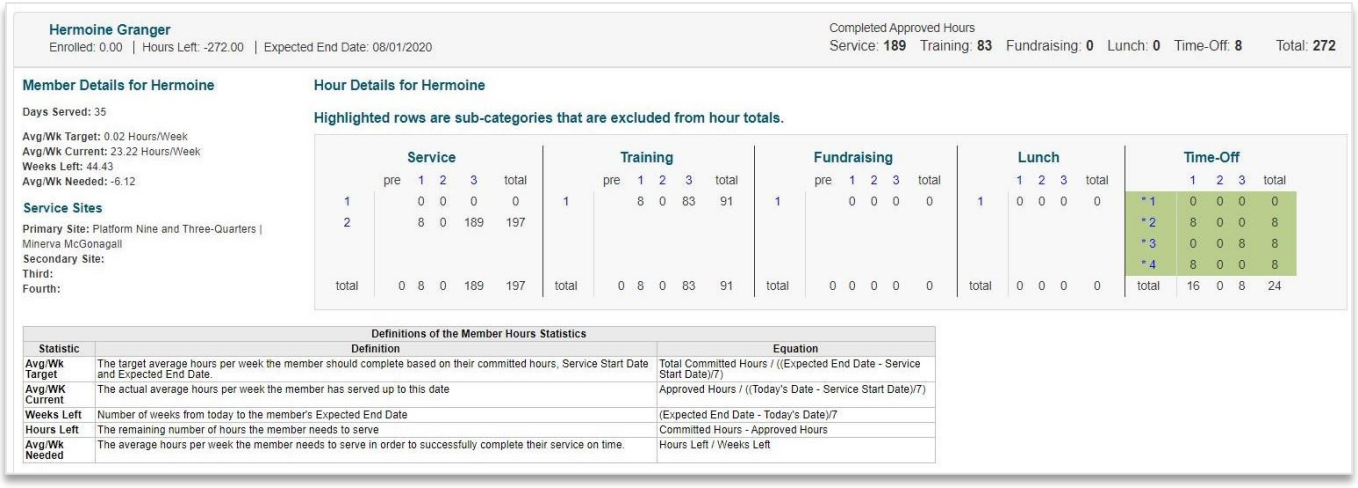
Time Tracking > Enter Timesheets

When you first open this page, there are two features immediately available: the option to select a timesheet to open, and the Member Hours Dashboard.

1. **Select a Period** from the drop-down menu to open the corresponding timesheet.
    a. This drop-down also lists the status dates for when a timesheet was last saved, submitted, approved or rejected by your supervisor(s), or unlocked by your Program Director. Timesheet periods without a status date have not yet been started.
    b. This list will only display timesheet periods through the current period. Future periods are not visible until the first day of that period.



2. Click the **Choose** button to open a timesheet.
3. Once you select a timesheet period, the timesheet will appear below the **Member Hours Dashboard**, a table detailing your total member hours year-to-date.
    a. Click the green icon to expand:



Hermoine Granger
Enrolled: 0.00 | Hours Left: -272.00 | Expected End Date: 08/01/2020

Completed Approved Hours
Service: **189** Training: **83** Fundraising: **0** Lunch: **0** Time-Off: **8** Total: **272**

Member Details for Hermoine

Days Served: 35

Avg/Wk Target: 0.02 Hours/Week
Avg/Wk Current: 23.22 Hours/Week
Weeks Left: 44.43
Avg/Wk Needed: -6.12

Service Sites

Primary Site: Platform Nine and Three-Quarters | Minerva McGonagall
Secondary Site:
Third:
Fourth:

Hour Details for Hermoine

Highlighted rows are sub-categories that are excluded from hour totals.

	Service					Training					Fundraising					Lunch				Time-Off			
	pre	1	2	3	total	pre	1	2	3	total	pre	1	2	3	total	1	2	3	total	1	2	3	total
1		0	0	0	0		8	0	83	91		0	0	0	0	0	0	0	0	* 1	0	0	0	0
2		8	0	189	197															* 2	8	0	0	8
																				* 3	0	0	8	8
																				* 4	8	0	0	8
total	0	8	0	189	197	total	0	8	0	83	91	total	0	0	0	0	0	total	0	0	0	0	0	total	16	0	8	24

Definitions of the Member Hours Statistics

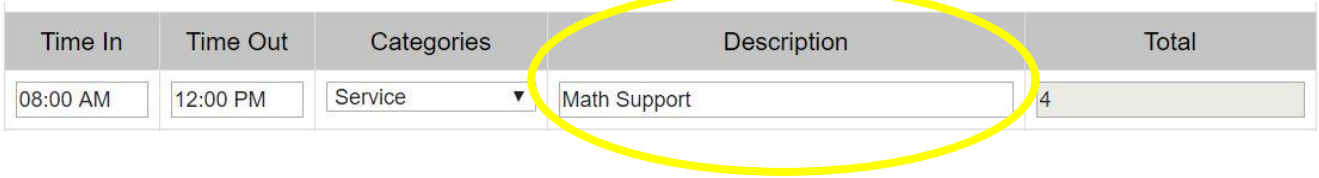
Statistic	Definition	Equation
Avg/Wk Target	The target average hours per week the member should complete based on their committed hours, Service Start Date and Expected End Date.	Total Committed Hours / ((Expected End Date - Service Start Date)/7)
Avg/WK Current	The actual average hours per week the member has served up to this date	Approved Hours / ((Today's Date - Service Start Date)/7)
Weeks Left	Number of weeks from today to the member's Expected End Date	(Expected End Date - Today's Date)/7
Hours Left	The remaining number of hours the member needs to serve	Committed Hours - Approved Hours
Avg/Wk Needed	The average hours per week the member needs to serve in order to successfully complete their service on time.	Hours Left / Weeks Left

Enter Time

All timesheets default to three activity lines per day, but will automatically add rows up to a maximum of 15 lines per day as time is entered.

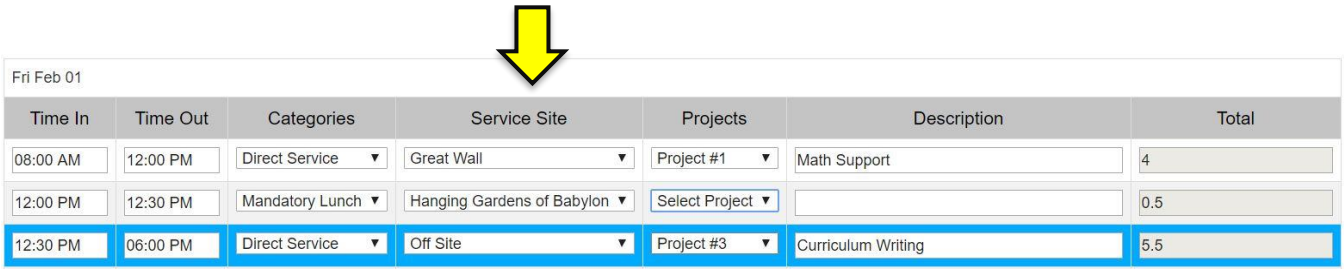
Check with your Program Director as to whether these features are relevant to your time tracking:

1. **Descriptions**: If this field is included on your timesheets, there will be text boxes for you to explain activities in greater detail. These descriptions are line-by-line.



Time In	Time Out	Categories	Description	Total
08:00 AM	12:00 PM	Service	Math Support	4

2. **Service Sites**: If this field is included on your timesheets, select from a dropdown field of service sites to indicate where the activity took place. The field will default to your primary service site (based on who is listed as Supervisor #1 in your record).



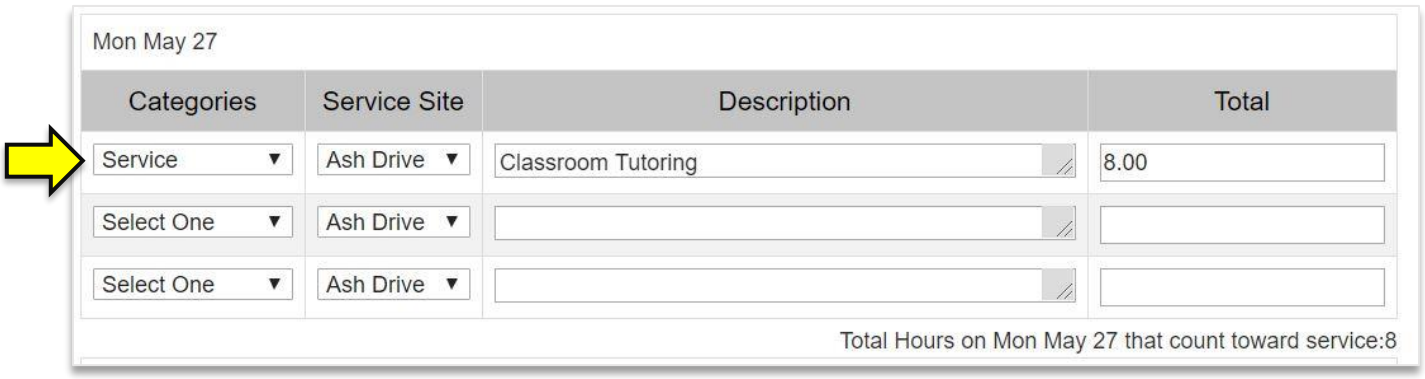
Fri Feb 01

Time In	Time Out	Categories	Service Site	Projects	Description	Total
08:00 AM	12:00 PM	Direct Service	Great Wall	Project #1	Math Support	4
12:00 PM	12:30 PM	Mandatory Lunch	Hanging Gardens of Babylon	Select Project		0.5
12:30 PM	06:00 PM	Direct Service	Off Site	Project #3	Curriculum Writing	5.5

3. **Projects**: This field allows you to report which project corresponds with your reported service hours. This field is only required when Service categories are selected. Program Directors create the drop-down list of options, and how this field is used varies from program to program. Please follow up with your Program Director with further questions.

Here is a sample of what entering a single day looks like in each Enhanced version (Total Hours, Time In/Out with popup tool, and Time In/Out with radio buttons):

Enhanced (Total Hours) Example



Mon May 27

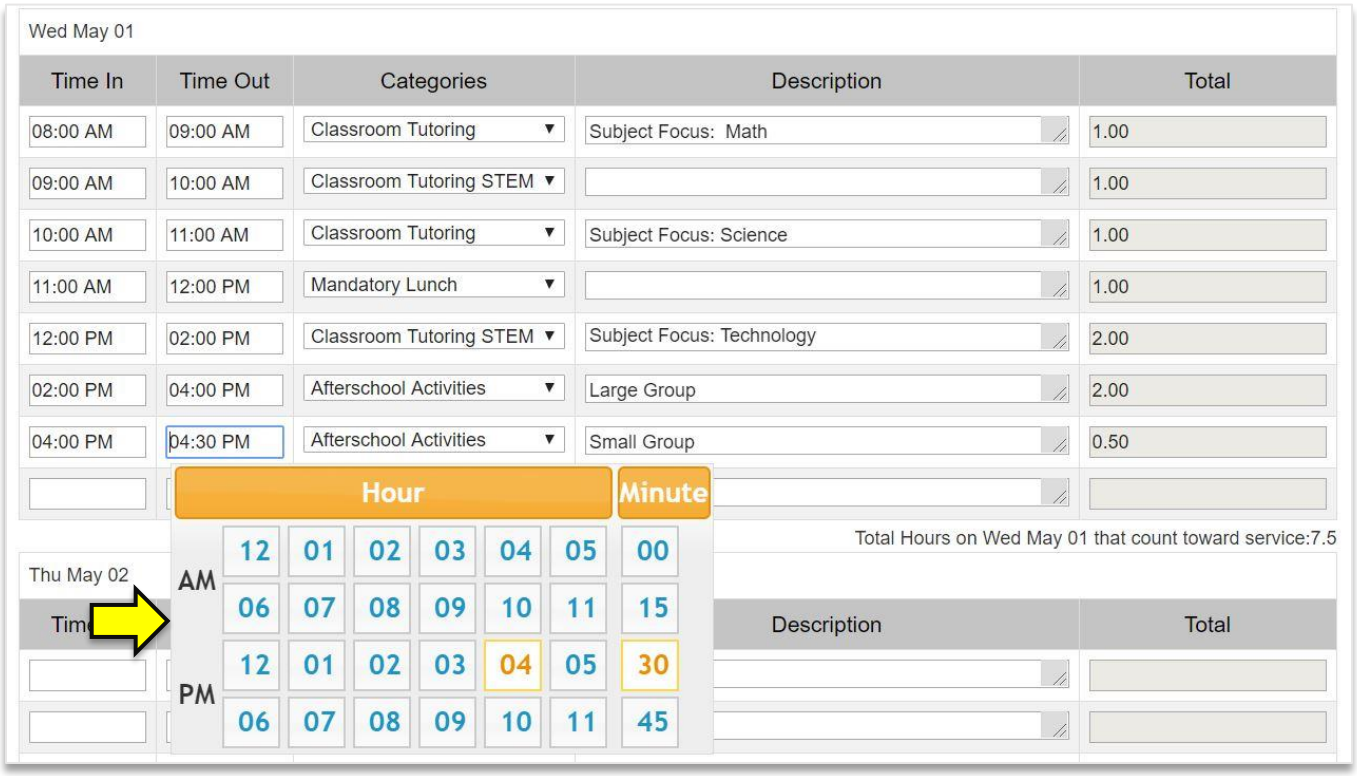
Categories	Service Site	Description	Total
Service	Ash Drive	Classroom Tutoring	8.00
Select One	Ash Drive		
Select One	Ash Drive		

Total Hours on Mon May 27 that count toward service:8

1. Select a category from the dropdown list of categories.
    i. You cannot select main categories – these are the categories bracketed with stars, such as ***Service***.
2. Select a Service Site from the dropdown list. (This is an optional field and may or may not be included on your timesheet).

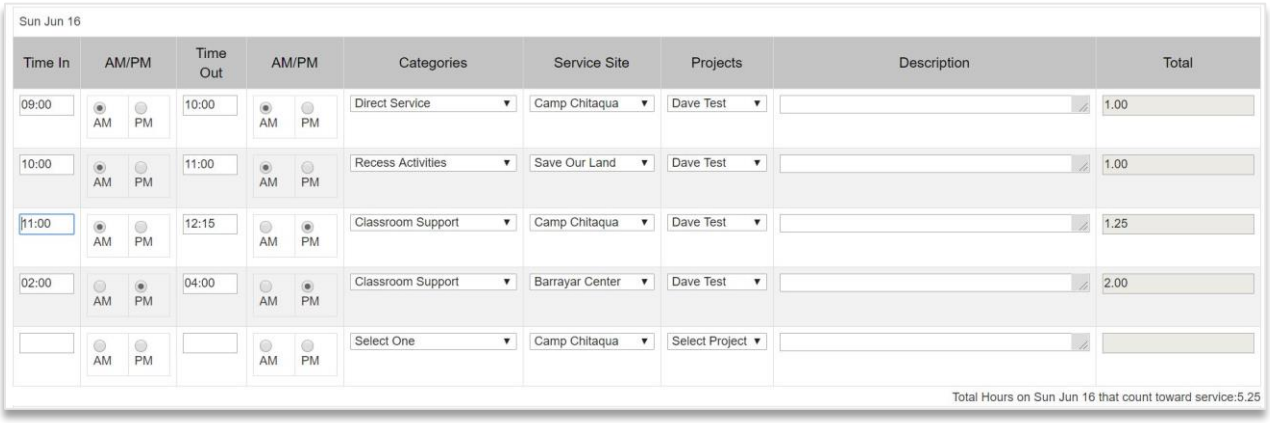
3. Enter a description, if relevant. Please consult your Program Directors with any questions about what should be entered as text in the descriptions field. (This is an optional field and may or may not be included on your timesheet).
4. The Subtotal and Total Hours Counting Toward Service will automatically populate as you enter data.
    i. Some categories may be used to track time that is NOT counted toward service, such as lunch or time off. These hours will appear in the subtotal column, but not in the "Total Hours Counting Toward Service" field.
5. Scroll to the bottom of your timesheet and click "Save".

Enhanced (Time In/Out) Pop Up Example



1. Click in the "Time In" field. The pop-up time selection tool will appear (shown above). Select your time in, then click in the time out field to continue.
2. Select a category from the dropdown list of categories.
    i. You cannot select main categories – these are the categories bracketed with stars, such as ***Service***.
3. Enter a description, if relevant. Please consult your Program Directors with any questions about what should be entered as text in the descriptions field. (This is an optional field and may or may not be included on your timesheet).
4. The Subtotal and Total Hours Counting Toward Service will automatically populate as you enter data.
    ii. Some categories may be used to track time that is NOT counted toward service, such as lunch or time off. These hours will appear in the subtotal column, but not in the "Total Hours Counting Toward Service" field.
    iii. In this example, the "Mandatory Lunch" category is not counted toward the total service hours.
5. Scroll to the bottom of your timesheet and click "Save".

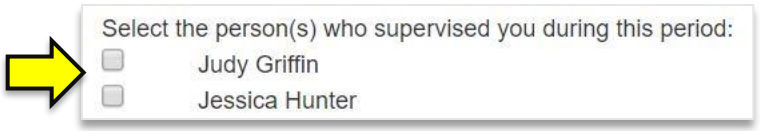
Enhanced (Time In/Out) Radio Buttons Example



1. Click in the "Time In" field. Enter time in the HH:MM format, in regular time (01-12 are valid entries for the HH portion). Select the appropriate AM or PM radio button. Repeat with "Time Out".
2. Select a category from the dropdown list of categories.
    iv. You cannot select main categories – these are the categories bracketed with stars, such as ***Service***.
3. Select a Service Site from the dropdown list. (This is an optional field and may or may not be included on your timesheet).
4. Select a Project from the dropdown list. (This is an optional field and may or may not be included on your timesheet).
5. Enter a description, if relevant. Please consult your Program Directors with any questions about what should be entered as text in the descriptions field. (This is an optional field and may or may not be included on your timesheet).
6. The Subtotal and Total Hours Counting Toward Service will automatically populate as you enter data.
    v. Some categories may be used to track time that is NOT counted toward service, such as lunch or time off. These hours will appear in the subtotal column, but not in the "Total Hours Counting Toward Service" field.
7. Scroll to the bottom of your timesheet and click "Save".

Multiple Supervisors

Many members are supervised by more than one individual, and it is the policy of some programs that timesheets should be reviewed by multiple supervisors on a regular basis. If you are assigned to multiple supervisors on setup, your timesheet entry will contain an additional step.



At the bottom of the timesheet, members with multiple supervisors will be required to select one or more supervisors to review their time. At least one supervisor must be selected in order to submit your timesheet, but members can send it to as many supervisors as are listed.

You should follow your organization's instructions for this process; some will require you to select all supervisors, while others will only want you to select the supervisor who most closely oversaw your work during this period.

If a member only has one assigned supervisor, the timesheet will be automatically sent to that supervisor for approval.

Certification

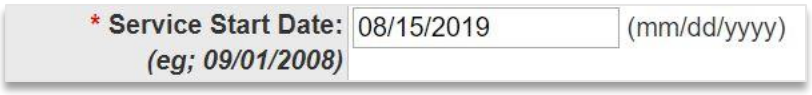
Some programs will choose to include certification text at the bottom of the timesheet. This is text customized by your program that you will be required to acknowledge prior to submitting your timesheet for approval.

Other Requirements

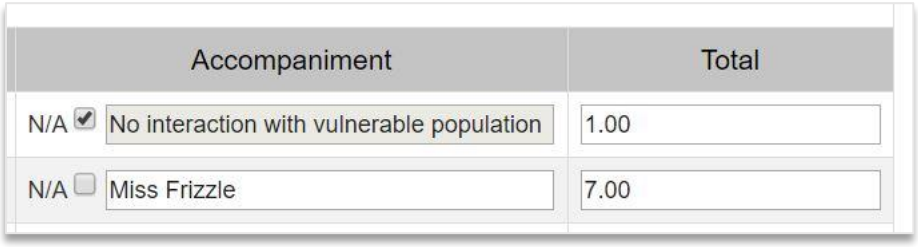
There are several rules to timesheets that may prevent you from entering time, submitting a timesheet, or viewing those as approved hours in reports.

Note: Program Directors have access to several of the following fields in a member's record. Please contact your Program Director if any updates need to be made.

- Members are not able to enter or submit time that occurs before the "Service Start Date" set in their Member Record under "Account Information".



- If you work with vulnerable populations and your program is waiting for background checks to clear, you will be required to enter information regarding who accompanied you in your work during the period (this field will not appear or be visible once your program director indicates in your record that accompaniment is no longer required).



- Members cannot enter time while their record is in suspension. If you are suspended and need to enter time upon your return, you will need a program director to update your record.
- Depending on how your timesheets have been setup, hours can only be entered in quarter hour increments (numbers ending in .00, .25, .50, and .75), five-minute intervals, or any valid time entry (e.g. 5:57).
- Timesheets can only be approved by a supervisor to whom the member is assigned.
- If multiple supervisors are selected when the timesheet is submitted, the time will not show as approved until all supervisors have reviewed and approved the time.
- While members may enter time before it is served, supervisors are not able to approve a timesheet until after the latest time entry in the timesheet has passed (i.e. timesheets containing future hours). They are able to navigate to the timesheet to look it over, and can reject it if errors are found, however.
- All submit, reject, approve, and unlock actions are timestamped to the user who took the action, and become a part of the timesheet's history.

Timesheet History

Status	Date	Time	User	User Type	Comments
Saved	01/16/2019	2:24PM	Elaine Maple	AmeriCorps Member	
Saved	01/17/2019	11:30AM	Elaine Maple	AmeriCorps Member	
Submitted	01/17/2019	11:31AM	Elaine Maple	AmeriCorps Member	
Approved	01/17/2019	11:35AM	Cordelia Naismith	Site Supervisor	
Reviewed	06/07/2019	1:57PM	Hogan Heroes	Program Director	

Submit for Approval

When you have completed a timesheet to your satisfaction, you may navigate to the period and submit the timesheet in the following manner (these steps apply to all formats):

2. Scroll to the bottom of the timesheet.
3. Review the total hours to ensure they are accurate.

4. You are provided with a comments box which you may use to inform your supervisor of any additional information about your work over this period when necessary. This text does become a part of the timesheet record history.
5. To finalize your time entry for this period and send the timesheet to your supervisor(s) for approval, select the **Authorize and Submit** button.

6. A validation message may pop up when you attempt to save or submit indicating that a timesheet rule has been violated. The row will be highlighted in red indicating where the error exists. Correct the error before attempting to submit again.

If a member only has one assigned supervisor, the timesheet will be automatically sent to that supervisor for approval.

Timesheets that have been submitted or approved are locked to prevent changes. They may still be viewed, and will have a padlock icon in the upper right corner.

Timesheets are customized by Program Directors when they setup the timesheets each program year. Consult your program director if you have questions about how to fill out your timesheet.

Timesheet Approval Process

The timesheet system in OnCorps Reports™ is in full compliance with CNCS requirements for online timesheets. The timesheet process is outlined below.

1) Members, who are the only ones allowed to enter hours in OnCorps Reports™, log in, fill out a timesheet and submit it to the supervisor(s) who supervised them during the timesheet period. The timesheet is now locked and members can no longer revise it.
2) An e-mail is sent to all of the supervisors selected by the member that they have a timesheet ready for approval. A notice also appears on the supervisor's Home page.
3) The supervisor logs in and reviews the member's timesheet. The supervisor can:
    a. Approve the timesheet. (All supervisors that received the timesheet must approve it independently before the hours are officially approved).
    b. Reject the timesheet and enters in the reason why it was rejected. (Only one supervisor needs to reject a timesheet to reject it for all supervisors it was sent to).
        i. An email will be sent to the member and a notice will appear on their Home page upon timesheet rejection. The rejected timesheet is now open for revisions by the member.
        ii. The member logs in, goes to the timesheet, corrects the timesheet, and resubmits the timesheet to their supervisors, who must then review and either approve or reject it.

4. Program Director can view a timesheet at any time. Program directors viewing approved timesheets can:
    a. Do nothing, in which case the timesheet is considered correct and no further action is needed.
    b. Unlock the timesheet and enter in the reason why it is being sent back to the member for revisions.
        i. An e-mail will be sent to the member and supervisor and a notice will appear on their Home pages when a timesheet is unlocked. The unlocked timesheet is now open for revisions by the member.
        ii. The member logs in, goes to the timesheet, corrects the timesheet, and resubmits the timesheet to their supervisors, who must then review and either approve or reject it.

Timesheets can also be rejected after then have been approved by a supervisor if needed. This will start the approval process over again.

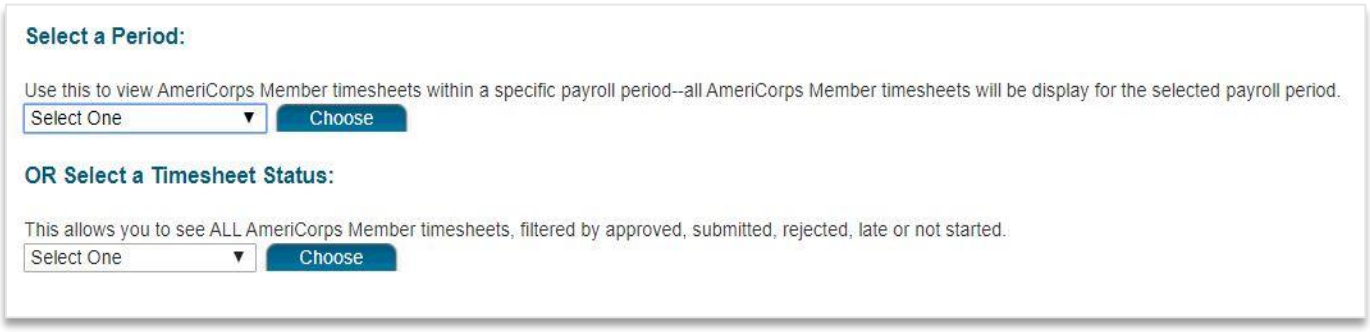
Review Service Hours

There are tools available for members to allow them to track progress toward satisfying service agreement hours. It can be very rewarding to see the totals and breakdown for all of the time an individual has served!

1. List Member Timesheets
2. Total Member Hours Graph
3. Member Total Hours by Date

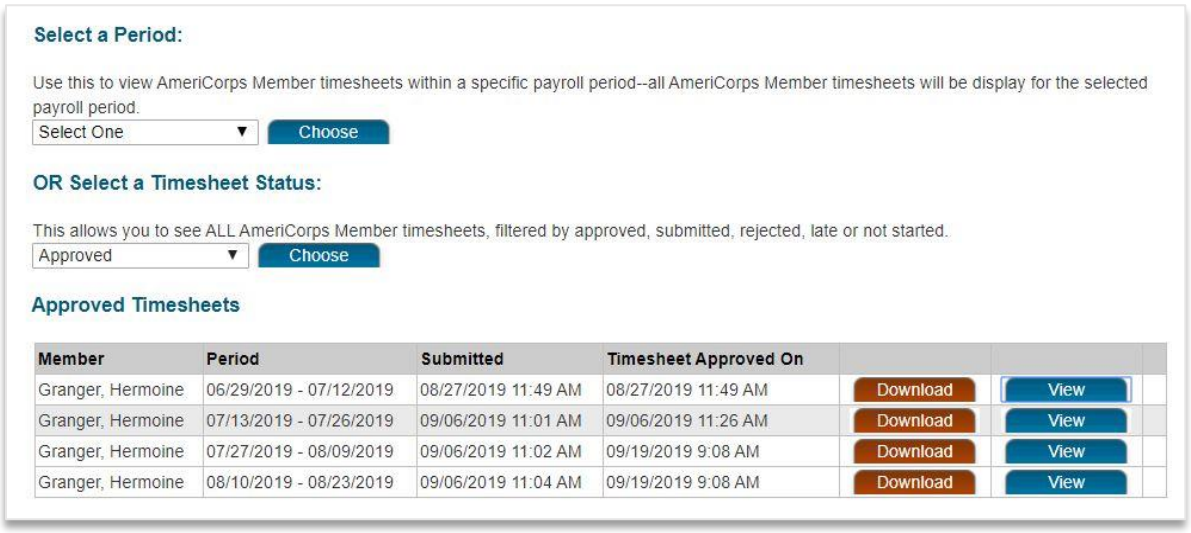
List Timesheets

Time Tracking > List Timesheets



You can filter and view your timesheets using this form. Search for approved, submitted, rejected, or unlocked timesheets by selecting a timesheet period using the **Select a Period** dropdown menu.

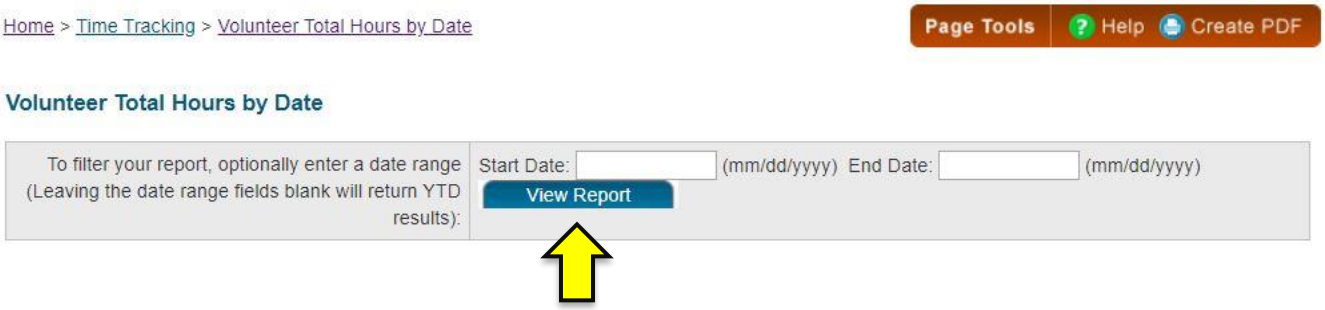
You can also view timesheets by their status (Approved, Submitted, Reviewed, Awaiting Resubmission, or Late/Not Started) using the **Select a Timesheet Status** drop down. Click the View button next to an unapproved timesheet to view that timesheet in a pop-up window. If a timesheet has been approved, you can download a PDF of that timesheet for your records.



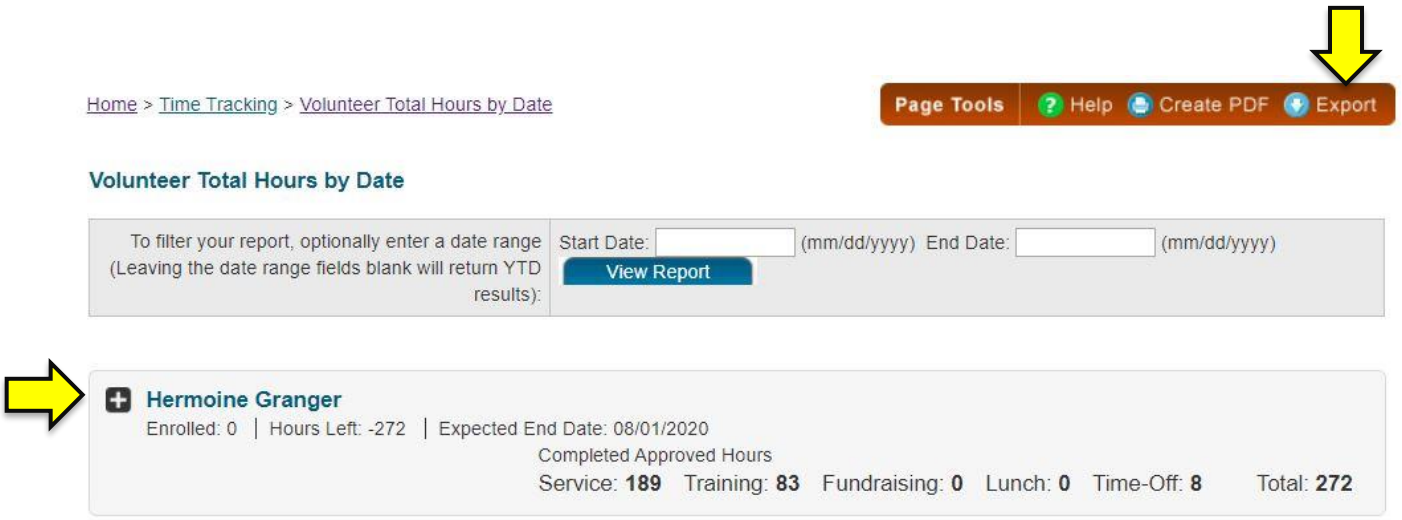
Member Total Hours by Date Report

Time Tracking > Member Total Hours by Date

The Member Hours to Date report shows the status of all hours that have been entered into a member timesheet.

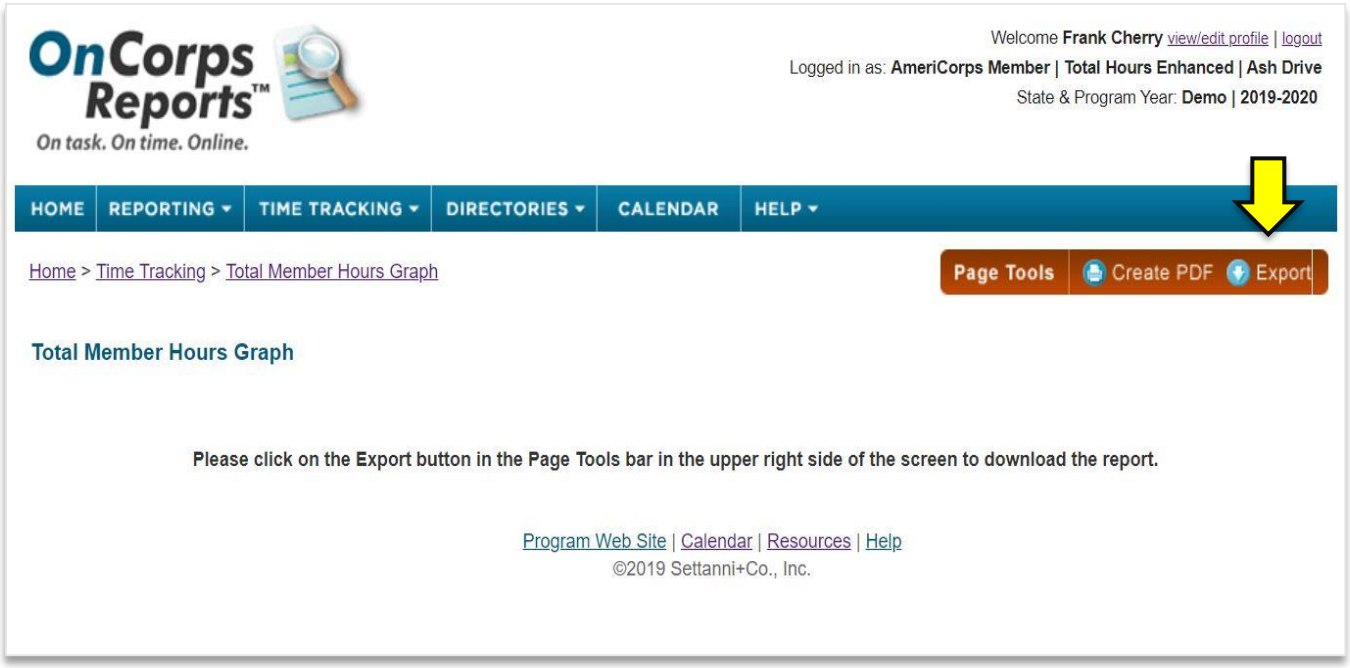


Enter a Start Date and an End Date to narrow the focus of the resulting report, or leave those fields blank to run an year-to-date report. Click "View Report", and the Hour Dashboard will load. Click on the black icon to expand the dashboard.



Click on the "Export" button to generate a detailed report that will open in a new tab.

Total Member Hours Graph

Time Tracking > Total Member Hours Graph

The Total Member Hours Graph is another view of all hours that have been entered into a member timesheet. Navigate to the page, then click on the "Export" button to run the report. The graph will open in a new tab.