

This user guide is designed to help Program Directors select the optimal timesheet format and period for their program's needs. Step-by-step instructions are available to setup timesheets.

AmeriCorps Member & VISTA Timesheets

Member timesheets are the most popular time-tracking tool within OnCorps Reports™. For that reason, this category of timesheet offers the greatest variety of customization options.

The setup process for member timesheets includes the following steps:

1. [Timesheet Rules](#) (influenced by setup of other records)
2. [Select a Format](#)
3. [Configure Preferences](#)
4. [Customize Categories & *Projects](#) (*optional)
5. [Add Timesheet Dates](#) (period setup)
6. [Review](#)

Most of the steps within this process (2-6) are accessible via the Tools > Administrative Tools menu under Timesheet Setup. This setup is typically done at the start of a new program year.

It is recommended you read through all steps before you begin program timesheet setup. Please feel free to contact the help desk with any program-specific questions, either by submitting a help ticket or emailing help@oncorpsreports.com.

Timesheet Rules

Note: Program directors complete the remaining steps in the time-off management process.

All member timesheets will enforce these general rules, many of which are set by data entered into the Member Record:

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

* Service Start Date:	<input type="text" value="08/15/2019"/>	(mm/dd/yyyy)
	(eg; 09/01/2008)	

- Members cannot enter time between suspension dates entered in the "Suspensions" section. This range is inclusive, so the day after the reinstatement date is when time entry will be available again.

Suspensions					
Date Suspended #1:	<input type="text" value="10/26/2019"/>	(mm/dd/yyyy)	Date Reinstated #1:	<input type="text" value="11/11/2019"/>	(mm/dd/yyyy)

- Timesheets can only be approved by a supervisor to whom the member is assigned within their record in the "Supervisors" section, or reviewed by Program Directors who have overview of their record.

* Supervisor #1:	<input type="text" value="Marie Curie : Great Wall"/>	▼
Supervisor #2:	<input type="text" value="Ada Lovelace : Machu Picchu"/>	▼
Supervisor #3:	<input type="text" value="Select One"/>	▼
Supervisor #4:	<input type="text" value="Select One"/>	▼

- If multiple supervisors are indicated in the Member Record, the member will be prompted to select one, multiple, or all when submitting the timesheet.

Select the person(s) who supervised you during this period:

<input checked="" type="checkbox"/>	Judy Griffin
<input type="checkbox"/>	Jessica Hunter

- 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 the approval option will be disabled.
- All timesheet 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	

Timesheet Format Options

There are three available formats for Member Timesheets, and each offers a different layout and set of available features:

Standard

- Members enter total hours served in each category and sub-category
- Customize up to 4 subcategories each under Service and Training Categories
- Optional description field for each day
- System totals hours by day and by timesheet period

Enhanced (Time In/Out)

- Create up to 20 subcategories for any main category
- Option to track TIME OFF categories (PTO, Lunch, Vacation, etc.)
- Exclude any subcategories from counting toward total time served
- Track time by service site or project
- Allows for up to the minute, five minute or 15-minute interval time tracking

Enhanced (Total Hours)

- Create up to 20 subcategories for any main category
- Option to track TIME OFF categories (PTO, Lunch, Vacation, etc.)
- Exclude any subcategories from counting toward total time served
- Track time by service site or project
- Enter total hours for each line item

Review the features of each timesheet and select the one that best meets the needs of your program.

Standard Example

You are entering time for period: 05/15/2019 - 05/28/2019
This time sheet is DUE: 06/03/2019

Wed May 15		Training				Service			Total
Day	Educational Support Certification	AmeriCorps Member Development	Life After AmeriCorps	PSO	Mentoring ESL	Math Tutoring	Classroom Support	Total Hours	
Wed May 15		4			2	2		8	
Description	<div>Comment One</div> <div>characters left</div>								
Thu May 16					2	2	4	8	
Description	<div>Comment Two</div> <div>characters left</div>								
Fri May 17					2	2	4	8	
Description	<div>Comment Three</div> <div>characters left</div>								
Sat May 18					8			8	
Description	<div>Comment Four</div> <div>characters left</div>								

Enhanced (Time In/Time Out) Example

Mon Feb 04

Time In	Time Out	Categories	Total
07:00 AM	12:00 PM	Service ▼	5
01:00 PM	02:00 PM	Training ▼	1
02:00 PM	04:00 PM	Service ▼	2
		Select One ▼	

Total Hours that count toward service: 8

Tue Feb 05

Time In	Time Out	Categories	Total
08:00 AM	12:00 PM	Service ▼	4
12:00 PM	01:00 PM	Mandatory Lunch ▼	1
01:00 PM	04:00 PM	Service ▼	3
		Select One ▼	

Total Hours that count toward service: 8

Wed Feb 06

Time In	Time Out	Categories	Total
12:00 PM	06:00 PM	Service ▼	6
		Select One ▼	
		Select One ▼	

Total Hours that count toward service: 6

Enhanced (Total Hours) Example

Mon Apr 01			
Categories	Service Site	Description	Total
Service ▼	Ash Drive ▼	Recess Activities	4
Service ▼	Elm Street ▼	Classroom Tutoring	2
Training ▼	Birch Blvd ▼	Professional Development	2
Select One ▼	Elm Street ▼		
Total Hours that count toward service: 8			

Tue Apr 02			
Categories	Service Site	Description	Total
Service ▼	Elm Street ▼	Tutoring	6
Service ▼	Birch Blvd ▼	Recess Activities	2
Select One ▼	Elm Street ▼		
Total Hours that count toward service: 8			

Wed Apr 03			
Categories	Service Site	Description	Total
Training ▼	Off Site ▼	Corps Day	8
Select One ▼	Elm Street ▼		
Select One ▼	Elm Street ▼		
Total Hours that count toward service: 8			

Timesheet Setup

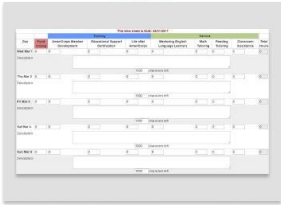
Each timesheet format option allows you to modify certain features in order to create a final timesheet presentation that best matches your program workflow and terminology.

1. Go to **Tools > Administrative Tools > Timesheet Set Up**

Format | Preferences | Categories | Dates | View Sample

Select a timesheet format:

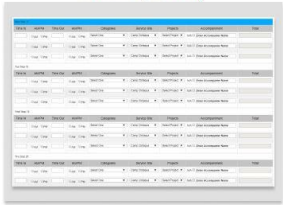
A. Standard



- Members enter total hours served in each category and sub-category
- Customize up to 4 subcategories each under Service and Training Categories
- Optional description field for each day
- System totals hours by day and by timesheet period
- Our most accessible and mobile-friendly option

☐ Select Standard

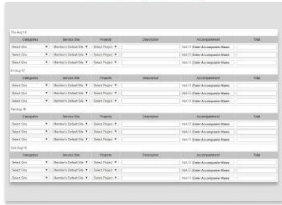
B. Enhanced (Time In/Out)



- Create up to 20 subcategories for any main category
- Option to track TIME OFF categories (PTO, Lunch, Vacation, etc.)
- Exclude any subcategories from counting toward total time served
- Track time by service site or project
- Allows for up to the minute, five minute or 15 minute interval time tracking

☒ Select B. Enhanced (Time In/Out)

C. Enhanced (Total Hours)



- Create up to 20 subcategories for any main category
- Option to track TIME OFF categories (PTO, Lunch, Vacation, etc.)
- Exclude any subcategories from counting toward total time served
- Track time by service site or project
- Enter total hours for each line item

☐ Select C. Enhanced (Total Hours)

Save and Next

2. To begin, select a format, and click "Save and Next".
 - a. You will be able to return to this page at any point during the setup process to change your format if you so choose. You are encouraged to try out different options to find the one that works best for your program.
 - b. Options throughout the setup process are dependent on which format you choose.
3. **Timesheet Preferences** and setup options specific to your format choice will display. See subsections below for details on your options.
4. If time has already been saved by one of your members, this page will display only your timesheet selection. You will not be able to see the other options and you will not be able to change the selection. It is a best practice to double check your timesheet set up prior to giving your member's access to the timesheets.

Preferences

The Preferences tab is where you will indicate additional fields to include on your timesheet, choose time entry format, and write custom Supervisor Approval Language and Certification text, if relevant.

1. Use the radio buttons to "Include" or "Exclude" fields on the timesheet.

Fields

Include	Exclude	
<input type="radio"/>	<input checked="" type="radio"/>	Descriptions by line item 
<input checked="" type="radio"/>	<input type="radio"/>	Service Sites 
<input type="radio"/>	<input checked="" type="radio"/>	Projects 



Hover over the blue info icons to learn more about a specific item.

- a. Including **descriptions** will generate text boxes on timesheets for members to explain activities in greater detail. On the Enhanced, these descriptions are line-by-line.

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

On the Standard timesheet, there is a description text field for each day.

Training					Service			Total
Day	Educational Support Certification	AmeriCorps Member Development	Life After AmeriCorps	PSO	Mentoring ESL	Math Tutoring	Classroom Support	Total Hours
Wed May 15		4			2	2		8.00
Description	<div>Comment One</div> <div>characters left</div>							

Members will still have a comments box at the bottom of the timesheet if this option is not selected.

Note: If you do include descriptions, you can still download or print the timesheets without the descriptions to save space.

This can be a useful communication tool, and provides more information to supervisors about member efforts. However, some organizations prefer not to provide an additional input box here, because it ultimately creates additional information that anyone approving will need to review.

- b. Including **Service Sites** will generate an additional column within the timesheet, and members select from a dropdown field of service sites to indicate where the activity took place.



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

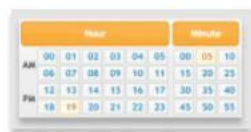
Reports can then be pulled to drill down into which tasks were performed at which service site.

The field will default to the member's primary service site (based on their Site Supervisor).

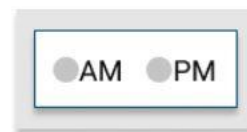
- c. Include the **Projects** field on the timesheet to allow members to report which project corresponds with their reported service hours. If included, Program Directors will create a list of project options that will become the dropdown field list for members to choose from.
 - a. This field is only required when Service categories are selected.

2. Make your Time Entry format selections.

- a. Select the pop-up time picker tool, or the traditional radio buttons.



Pop-up time selection tool



AM/PM radio buttons

- b. Select 15-minute, 5-minute, or Any Valid Time Entry.

Timesheet Tip: The 15-minute increments are often preferred by programs so that total time is also expressed to the quarter-hour and it rounds to a neat two-decimal value.

3. Indicate if **Supervisor Approval Language** will be the default, or if you will write your own custom approval language.

Supervisor approval language refers to the text that will display next to the Approve and Reject actions on a timesheet when it displays for supervisor approval. This text can be used to customize approval language in order to include state or program specific requirements.

Here is the default language:

Approval: I have reviewed and approve this timesheet.

Rejection: I have reviewed and DO NOT approve this timesheet. (Member will be notified via email to correct and resubmit this timesheet).

If you select “write customized supervisor approval text”, you will need to enter text in both the Approval Agreement and Rejection text areas.

4. Select if you will use **Certification text**. Use this field if your state requires specific certification language for each timesheet, or to enforce policies around taking a lunch after a certain number of hours. If you are unsure if this should be included on your timesheet, check with you State Commission Staff.

☒ Do not display certification

☐ Write custom certification text

characters left

5. Click “Save and Next”.



Save

Save And Next

Cancel

Categories

The Categories tab is where you will add, review, and delete main categories and subcategories. All timesheet formats include the main categories of Service, Training, and Fundraising. Only Service and Training categories are required to be used on the timesheet per CNCS regulations.

The Enhanced timesheet offers two additional main categories compared to the Standard: Lunch and Time-Off. When adding these categories, programs need to select if the Hours Count Toward Service, or not.



Add Subcategories

Category Type	Category Name	Hours Count Toward Service?	Category Selection Duration	
Service	Classroom Support	<input checked="" type="radio"/> Yes <input type="radio"/> No	Display this category thru	<input type="text"/> <input type="button" value="Add"/>

On the Standard timesheet, a maximum of 4 subcategories can be created under the main categories of Service and Training. On the Enhanced timesheet options, a maximum of 20 subcategories can be created for each main category.

The Enhanced options also give programs the option to display a category through a specific date (Category Selection Duration field). In addition, programs are now able to return to this page and add categories to their timesheets throughout the program year.

Note: Once a member has recorded and saved time in a category, programs will no longer be able to delete that category. Those categories will appear grayed out in the Current Categories table.

To add a new category, under **Add Subcategories**:

1. Select a main category from the **Category Type** drop down list provided.
2. Enter a name or short description in the **Category Name** text field.
3. Select whether these hours should be included in time that counts toward a member's service agreement. For example, many programs ask members to enter when they took their lunch break, but lunch time does not count toward service.
4. Add the date the category should be displayed as an option on the member's timesheet. Leaving this field blank will display the category through the end of the program year.
5. Click the Add button.

Any added subcategories will display in table format below, as pictured here:

Current Categories

Category Type	Category Name	Hours Count Toward Service?	Category Selection Duration	
Service ▼	Classroom Support	<input checked="" type="radio"/> Yes <input type="radio"/> No	Display this category thru <input type="text" value="Program Completion"/> 	Delete
Service ▼	Disaster Relief	<input checked="" type="radio"/> Yes <input type="radio"/> No	Display this category thru <input type="text" value="Program Completion"/> 	Delete
Service ▼	Community Gardening	<input checked="" type="radio"/> Yes <input type="radio"/> No	Display this category thru <input type="text" value="Program Completion"/> 	Delete

Category Type	Category Name	Hours Count Toward Service?	Category Selection Duration	
Training ▼	Pre-Service Orientation	<input checked="" type="radio"/> Yes <input type="radio"/> No	Display this category thru <input type="text" value="09/18/2019"/> 	Delete

Category Type	Category Name	Hours Count Toward Service?	Category Selection Duration	
Lunch ▼	Mandatory Lunch	<input type="radio"/> Yes <input checked="" type="radio"/> No	Display this category thru <input type="text" value="Program Completion"/> 	Delete

Category Type	Category Name	Hours Count Toward Service?	Category Selection Duration	
Time-Off ▼	Sick Days	<input type="radio"/> Yes <input checked="" type="radio"/> No	Display this category thru <input type="text" value="Program Completion"/> 	Delete
Time-Off ▼	Vacation	<input type="radio"/> Yes <input checked="" type="radio"/> No	Display this category thru <input type="text" value="Program Completion"/> 	Delete
Time-Off ▼	Bereavement	<input type="radio"/> Yes <input checked="" type="radio"/> No	Display this category thru <input type="text" value="Program Completion"/> 	Delete

6. Click "Save and Next".



[Save](#)
[Save And Next](#)
[Cancel](#)

Timesheet Tip: VISTA programs should utilize the Time-Off category in order to utilize the Time Off Management features in OnCorps Reports. See "Time Off Management for VISTAs" for additional details.

Projects

The Projects tab is where you will create a list of project options that will become a dropdown field on the member's timesheet.

Add New Project

Add New

To add a new project, under **Add New Project**:

1. Enter a name or short description in the **Add New** text field.
2. Click the Add button.

Any added projects will display in table format below, as pictured here:

Project Name		
Project #1		<input type="button" value="Delete"/>
Project #2		<input type="button" value="Delete"/>
Project #3		<input type="button" value="Delete"/>

Dates

Timesheet dates should only be setup once you've selected and customized your chosen format; as soon as period setup is finalized, timesheets will be available to members with active accounts.

1. Enter a **Starting Date**. This is the first day of the first period for which you want timesheets to be available to members. Keep in mind the type of periods you have; if you are doing monthly timesheet periods, you will probably want the starting date to be the first day of the month, etc.

Note: Timesheet dates should span the entirety of your program year, not just the first timesheet period.

Members will not be able to enter time until their own member start date, so there is no harm in setting a period Starting Date early.

Start Date ⓘ

08/15/2019

📅

End Date ⓘ

08/31/2020

📅

Timesheet Period Duration ⓘ Bi-Weekly ▼

Member Due Date Interval ⓘ

2

Supervisor Approval Date Interval ⓘ

2

Update Dates

2. Enter an **Ending Date**. It's a good idea to select a final day that is a period or two past when you anticipate the end of the program year, since grants are often extended. If you do find you need additional periods, you will need to contact the help desk (help@oncorpsreports.com) to add them for you after the initial setup.
3. Select the **Timesheet Period Duration**. This is how often timesheets will recur. Options include:
 - a. **Weekly**: Periods will be one week long, each starting on the weekday of the Starting Date.
 - b. **Bi-weekly**: Periods will be two weeks long, each starting on the same weekday as the Starting Date.
 - c. **Twice per Month**: Periods will consist of the 1st-15th or 16th – last day of the month. If you pick a starting date that is not the 1st or 16th, no period will be created until the next closest date that is the 1st or 16th.
 - d. **Monthly**: Month long periods, starting each month on the same day as the Starting Date (e.g. if I select 9/17 as the start date, each time period will begin on the 17th).
4. Enter a **Due Date Interval**. This is the deadline by which you expect members to have submitted their time for a period, expressed as the number of days after the period end.
5. Optional: Enter a **Supervisor Approval Due Date Interval**. While not required, this allows you to reinforce an expectation for when supervisors need to have approved time for any given period. If a number is entered, supervisors will get

additional late notifications as and after this date approaches for timesheets pending their approval.

6. Click the "Update Dates" button.
7. Beneath the timesheet setup form, a table will display showing all time periods which would be created for the given parameters.
8. Review the periods.
9. If the periods match your needs, click "Save and Next" to create the timesheet periods for members to submit time against.

Once you have selected a format, customized options, and submitted timesheet dates, any active members will be able to begin entering time and submitting timesheets.

View Sample

Program Directors have the ability to preview the timesheet they have setup after they have saved preferences, categories, projects (if applicable), and dates.

A message will display: "Your timesheet setup is now complete, please review your setup below. You can return to any tab and edit your settings as necessary." Use the tabs to navigate back to make updates or try different features, and be sure to save any changes made.