OnCorps Reports™

On task. On time. Online.

The Online Reporting System for AmeriCorps Programs

AmeriCorps Members Tutorial

OnCorps Reports 2.0, Standard Reports

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Welcome to OnCorps Reports

OnCorps Reports is a web based application that is intended to help AmeriCorps programs gather the data they need to meet their reporting requirements. In OnCorps you will find an audit tested AmeriCorps Member timesheet system, reporting tools that let you gather data from the bottom up, financial forms, and many other features.

This manual is intended to provide detailed instructions on how to use the tools in OnCorps Reports. We hope you will find this a useful resource. If you still have questions about OnCorps Reports after reading this manual, or if you notice a bug in OnCorps Reports, please feel free to e-mail us at help@oncorpsreports.com, and we will be happy to assist you. For questions about when reports are due and what data should be included in reports, please consult with your program staff.

You can find information about upcoming features, scheduled maintenance to OnCorps, and trainings for program directors or state commission staff at http://www.oncorpsreports.com.

Getting Started

In the Getting Started section, you can find information about logging in and out of OnCorps reports, accessing the program web site and resources page, exporting data, and other general features in OnCorps Reports.

Getting Started Pages

- System Requirements
- Logging Into and Logging Out of OnCorps Reports
- Program Web Site and Resources Page
- Page Tools Bar
- Export Report Data
- Other Features

System Requirements

Getting Started > System Requirements

OnCorps Reports is an online reporting system and requires an Internet connection and an Internet browser. OnCorps Reports works best in the Microsoft Internet Explorer Internet browser. It will also work in the Mozilla Firefox browser, and Apple's Safari browser, but some exported reports may not display correctly. If you do not have any of these browsers installed on your computer, you can download them for free from the following sites.

- Microsoft Internet Explorer: http://www.microsoft.com/windows/products/winfamily/ie/
- Mozilla Firefox: http://www.mozilla.com/
- Apple's Safari: http:// www.apple.com/safari/download/

Many of the reports produced by OnCorps Reports are offered in multiple formats for your convenience. Reports can be saved as PDF files, Microsoft Excel or CSV (comma delimited) spreadsheet files, XML and Web files, and TIFF images. If you do not have programs to open these types of files, you can find links to free programs for download below.

- PDF Files: Adobe Acrobat Reader: http://www.adobe.com/
- Spreadsheet Files: OpenOffice.org: http://www.openoffice.org/
- XML and Web Files: Microsoft Internet Explorer or Mozilla Firefox (see above)
- TIFF Images: FastStone Image Viewer (Windows): http://www.faststone.org/
- ViewIt (Mac OS X): http://www.hexcat.com/viewit/index.html

All of these programs can also be downloaded for free from CNet Download.com at http://www.download.com/

Most reports are available as downloadable files ONLY for Program Directors and State Commission Staff, but Members and Supervisors can view reports on screen. To print on screen reports, use the Create PDF or Save and Print buttons to create a PDF of the screen you are looking at.

Logging Into and Logging Out of OnCorps Reports

Getting Started > Logging In and Logging Out of OnCorps Reports

Logging Into OnCorps Reports

You can access OnCorps Reports via a custom URL your program director will share with you.

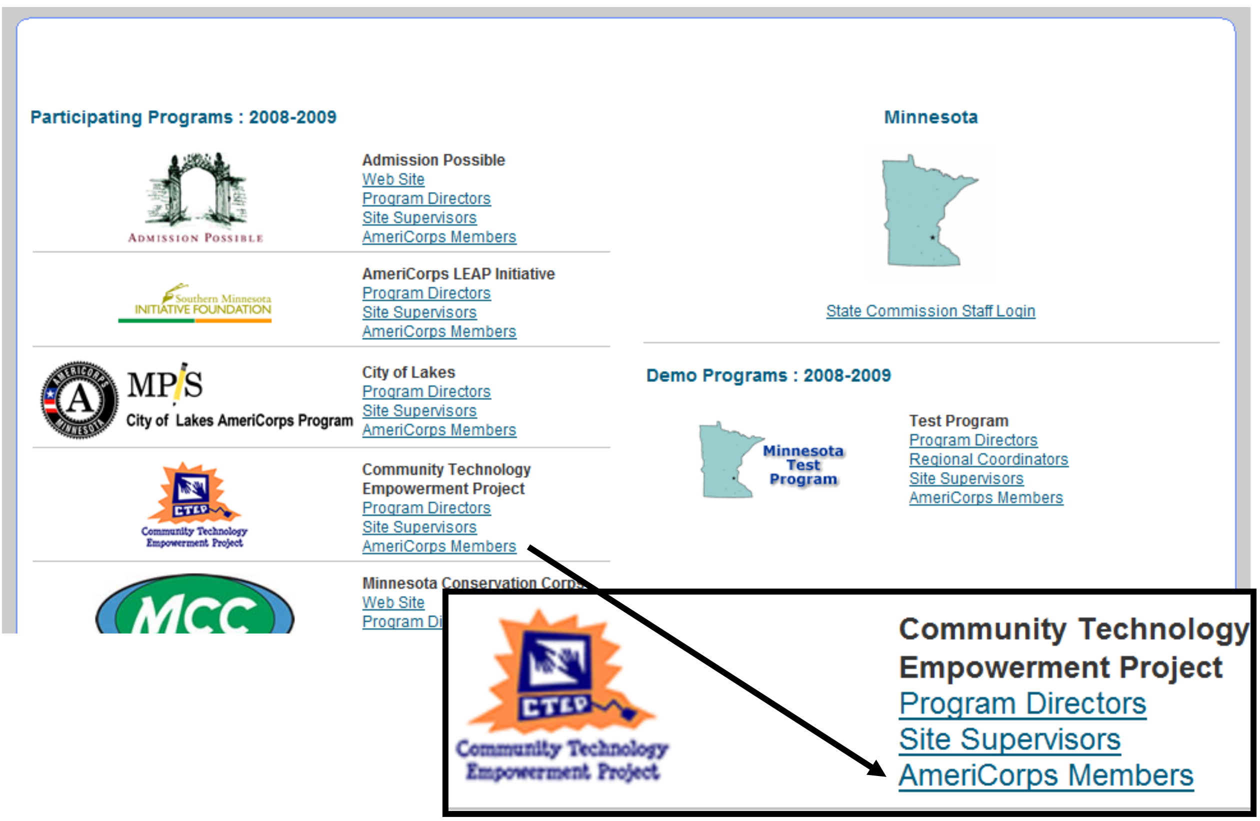
In order to log in to OnCorps Reports, you must select a program year from the drop down box on the right of the page and click the *Submit* button. Because the data for each program year is stored in a separate database, if you select the wrong program year, your login will not work. The "ARRA 2009-2010 PY" program year option refers to programs that are funded by the Recovery Act. If you do not know what your program year is, contact your program director.

Once you have selected the program year, the portal for all of the AmeriCorps programs in your state for the selected program year will open.

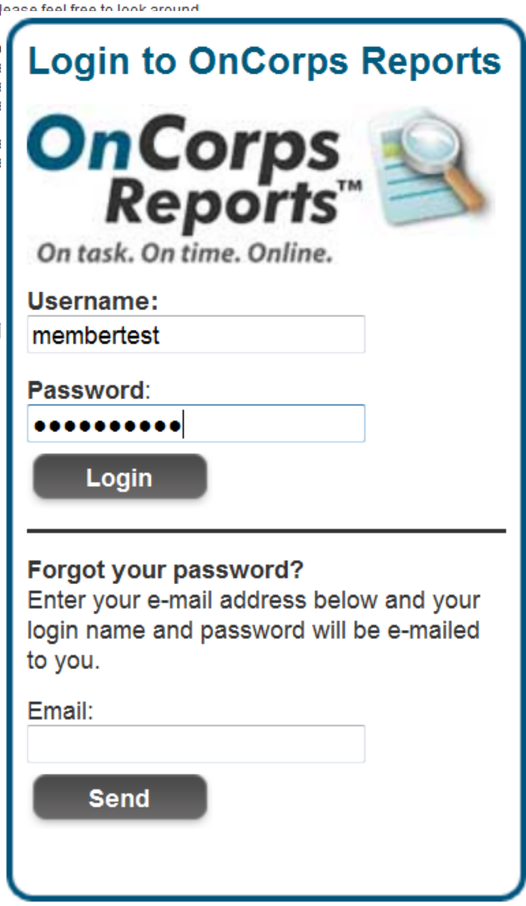
All state commission staff, program directors, regional coordinators (where applicable), site supervisors, and members will use the same statewide portal to enter OnCorps Reports.

Find your program in the list of Participating Programs, which is organized alphabetically.

Then click on the AmeriCorps Members link under your program to open your login page. If you click on any of the other links for different user types, such as Program Directors or Site Supervisors, your login will not work.



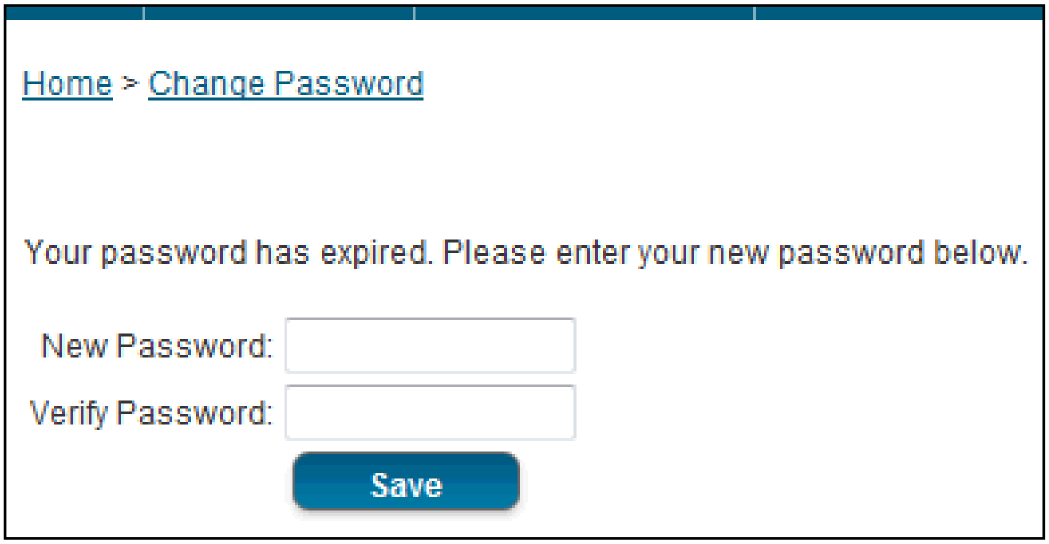
On the login page, enter your login name and password in the box on the right side of the page and click the *Login* button.



If you do not know your password, enter your e-mail address in the box below *Forgot your password?* and your login name and password will be e-mailed to you. Make sure you enter in the e-mail address that is associated with your AmeriCorps program. If you do not have a login name and password, please contact your program director.

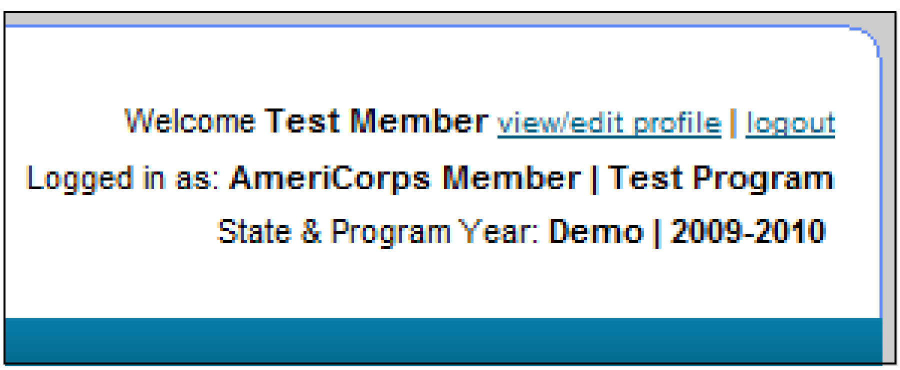
You do not need to login to see the Program Website or Resources Page. Buttons for these pages can be found in the upper right hand corner on the blue bar. You can learn more about these pages in the Getting Started > Program Web Site and Resource Page section of this tutorial.

After you login for the first time, you will be prompted to change your password for security reasons. Please record your new password in a secure location for future entry into the OnCorps Reports system.



Logging Out of OnCorps Reports

To log out of OnCorps Reports, click on the *logout* link at the end of the first line of the header in the upper right corner. This will take you back to the page where you choose your program year. Be sure to logout of OnCorps Reports when you are done to protect the information in the system. Also, if someone else will be logging into OnCorps Reports on the same computer after you are done, logging out will help prevent login problems as it will clear out your login information from the cookies OnCorps Reports uses to keep you logged in during your session.

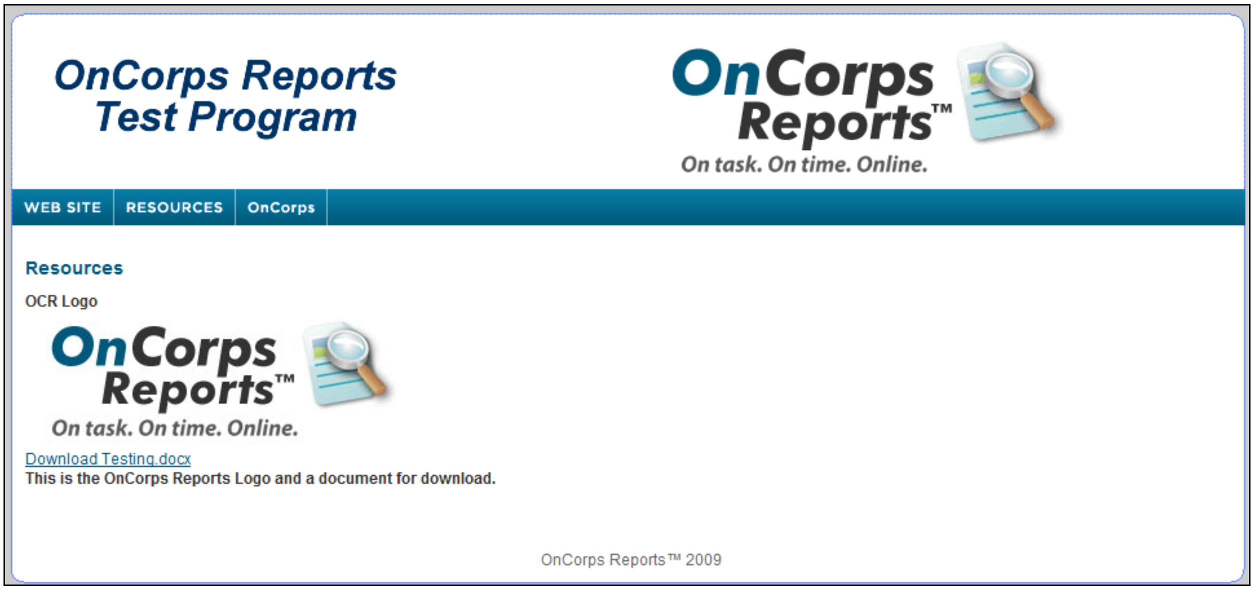


Program Web Site and Resources Page

Getting Started > Program Web Site and Resources Page

While the majority of the content in OnCorps Reports requires users to login to access, there are two pages, the Program Web Site and Resources Page, that users can access after clicking the link for their user level on the page listing all of the programs in a state. You can also access these pages after you have logged in to OnCorps Reports through the Program Web Site and Resources Page links at the bottom of each page. Once you are on either the Program Web Site or Resources Page, you can switch back and forth between them using the *Web Site* and *Resources* buttons on the menu bar. To return to OnCorps Reports if you have already logged in, click on the *OnCorps* button on the menu bar and you will return to your Home page.

Both the Program Web Site and the Resources Page contain content created either by your program directors or state commission staff. On the Program Web Site, you are likely to see reminders for important events, service stories, and other information relating to your program. On the Resources Page, you can download files, including documents and images.

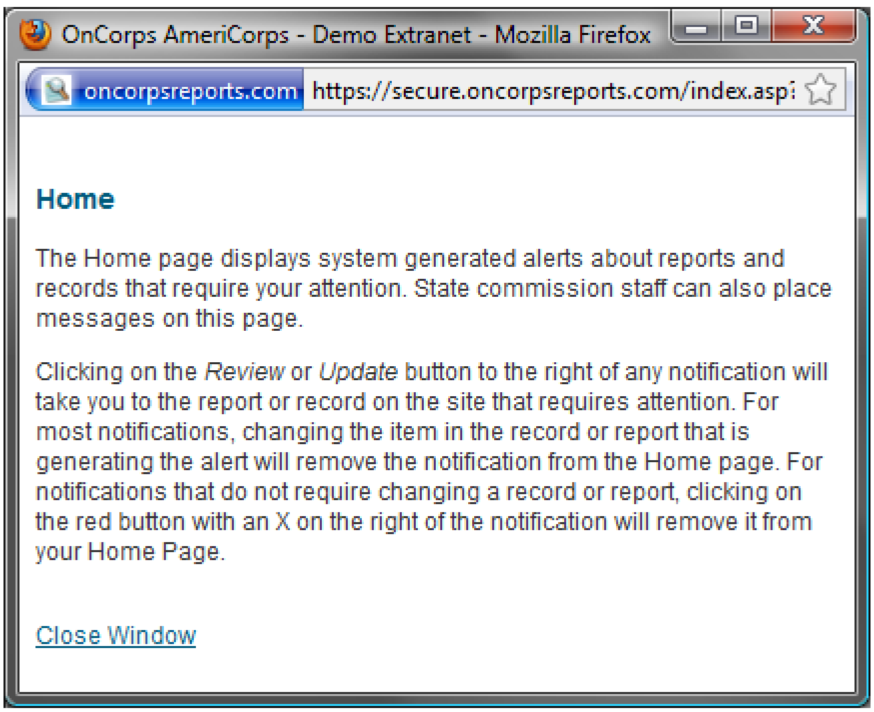


Page Tools Bar

Getting Started > Page Tools Bar

The Page Tools bar is the orange bar that appears on every page below the Help button on the blue main menu bar. The Page Tools bar contains three buttons: *Help*, *Create PDF*, and *Export*.

The *Help* button will open a pop-up window that gives help information about the page currently displaying in your browser.



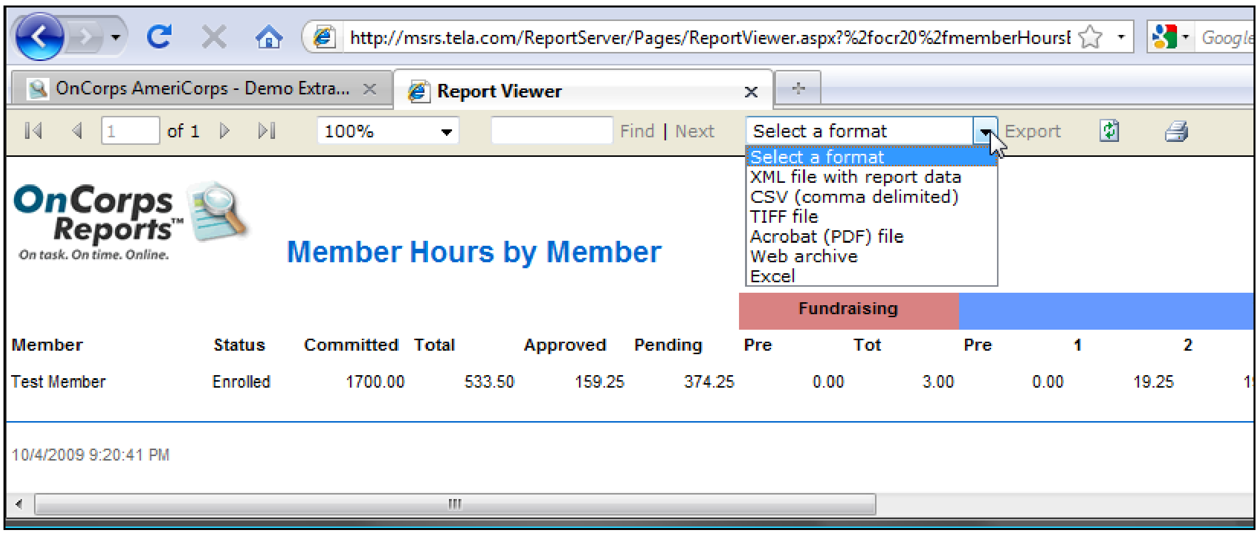
The *Create PDF* button will create a PDF document of the page currently loaded in the browser. You can only create PDF files of pages using this button if you cannot enter data on that page. On pages with forms where you can enter data, you can create a PDF file using the *Save and Print* button on that page.

The *Export* button only appears for certain reports. The *Export* button means you can export the data in the report to a file that can be saved to your computer. See the Getting Started > Exporting Report Data section of this tutorial for details about how to export data.

Export Report Data

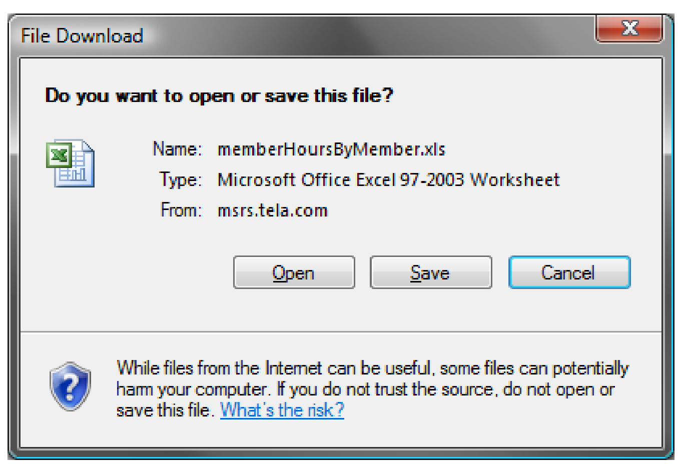
Getting Started > Export Report Data

If you see the *Export* button appear on the Page Tools bar (the orange bar below the *Help* menu), then you can export the data in the report to a file that can be saved to your computer. When you click on the *Export* button, a new window or tab will open (depending on your browser) that will load the data to be exported. For some reports, the export report contains more data than is shown in the main OnCorps Reports interface because there is too much data to fit on that screen. The export reports page displays best in Internet Explorer, but it will work in all browsers.



Once the export report has loaded, you can select the format to export the data in using the drop down menu at the top of the page. The formats available for export are listed below:

- XML file with report data
- CSV (comma delimited)
- TIFF file (image file)
- Acrobat (PDF) file
- Web archive
- Excel



Select the format you want the data to be saved as. Then click the *Export* link to the right of the drop down menu. Your report will then be available to save to your computer.

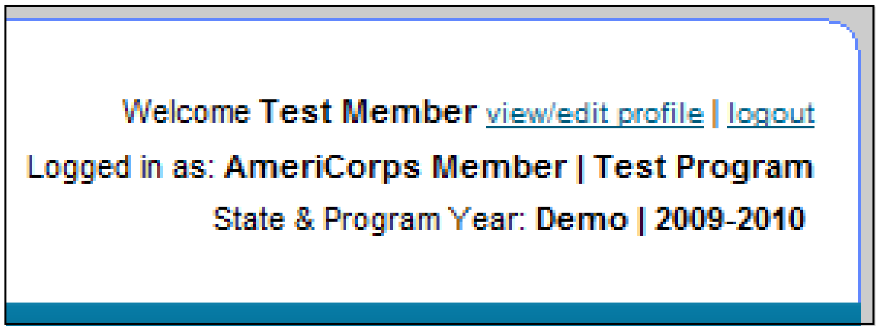
Other Features

Getting Started > Other Features

In this section, we will be going over some of the other features that you can find on many pages in OnCorps Reports.

Header

The header in the upper left corner of every page in OnCorps Reports contains important information and links, including the link to log out of OnCorps Reports. The first line of the header, welcomes you to OnCorps Reports and contains a link to the My Profile page, which can also be found under the Directories menu, where you can change your contact information and password. Also on the first line is the link to log out of OnCorps Reports. The second line of the header tells you what user level you are logged in as and your program name. The final line of the header tells you your state and program year.



Breadcrumbs

Breadcrumbs are a navigation aid that gives users a way to keep track of their location within a website. In OnCorps Reports, the breadcrumbs are located just below the *Home* button on the main menu bar. The breadcrumbs will show which menus you navigated through to get to your current page. For example, the breadcrumb Home > Reporting > Submit Reports > Great Stories illustrates that you had to go to the Reporting menu and select the Submit Reports submenu underneath Reporting to get to Great Stories, your current page.

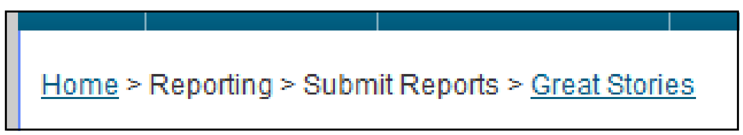
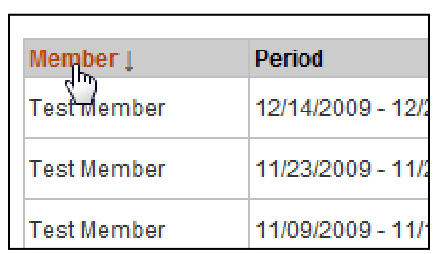


Table Sorting

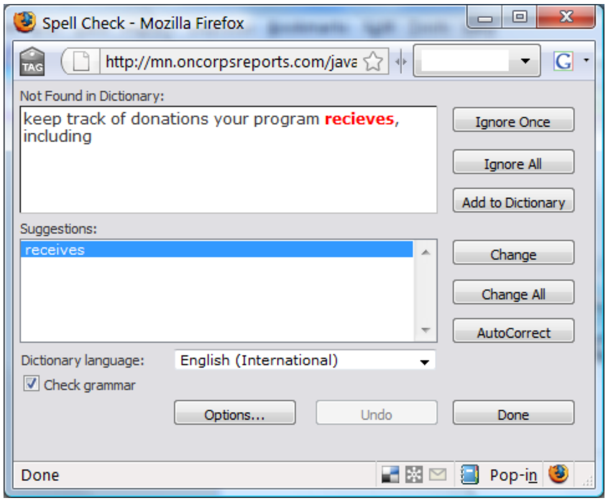
Many of the tables in OnCorps Reports allow you to sort the contents of that table by clicking on the column heading. You can tell if a table has sortable column headings if, when you move your mouse over the column headings, the column headings will turn orange. Click on a sortable column heading once to sort in ascending order and click on the column heading a second time to sort in descending order.

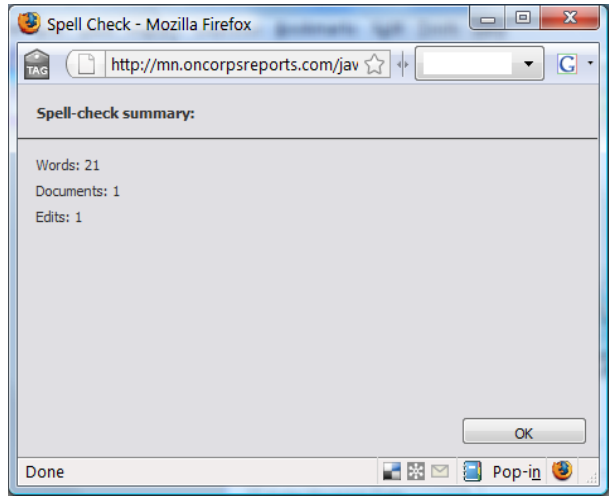


Spell Check and Correcting Strange Characters

Many of the reports in OnCorps Reports are long narrative reports. To help ensure the professional quality of the reports you submit, we have included a spell check option for all of the fields that require extensive text entry.

Spell Check Button



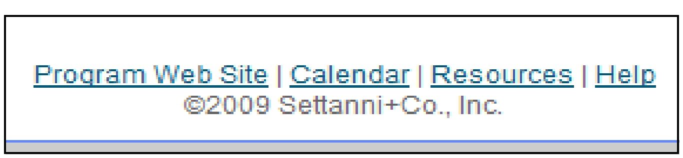


To access the spell check function, click on the button with a green check mark and ABC on it at the bottom of each text field. A Spell Check pop-up will open that will run through a spelling and grammar check for the associated text field. When the Spell Check is completed, a summary of the text field and the spell check edits will appear. To close the spell check pop-up, click the OK button.

If you see strange characters in text that you have copied and pasted from another application (usually Microsoft Word), then you will need to remove the hidden formatting that Word attaches to text before it will display correctly in a web browser. You can remove formatting by first pasting text into a simple text editor, such as Notepad in Windows, and then copying the text from the text editor to paste into OnCorps Reports. You may also need to replace punctuation marks, particularly quotes, in the web browser.

Footer

The footer of each page in OnCorps Reports contains links to the Program Website, Resources Page, Calendar, and Help.



Records, Forms, Timesheets and Reports

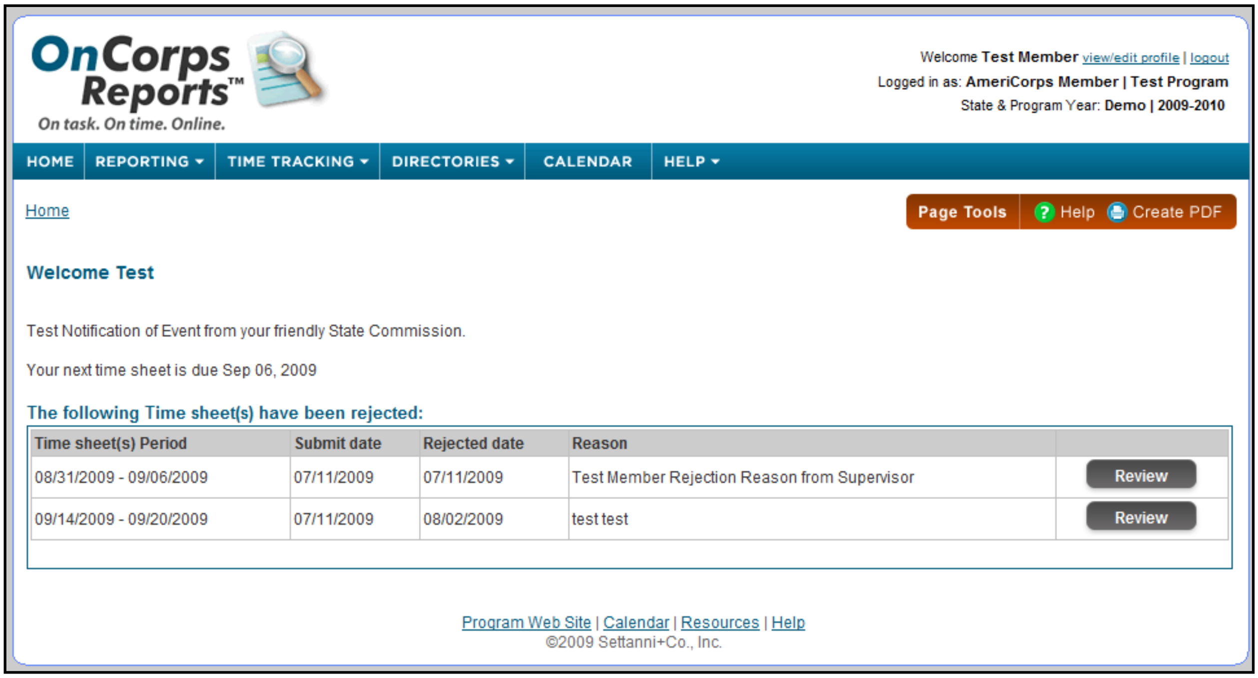
Below is a list of all of the standard reports that appear under each menu section. Your program may have additional custom items that appear in these menus as well. For more details about each report, refer to the page for that report in this manual.

- **Home** - *The first page you see after you log in. Contains system generated notices of items that may require your attention.*
- **Reporting** - *Enter and edit reports under Submit Reports and view the reports you have already entered under View Reports*
    - Submit Reports - *Enter and edit your reports*
        - Great Stories
        - Volunteer Mobilization
        - Civic Engagement Activities
        - Direct Service Activities
        - Capacity Building Activities
        - Reflection Logs
    - View Reports - *View the reports you have entered*
        - Great Stories
        - Volunteer Mobilization
        - Civic Engagement Activities
        - Direct Service Activities
        - Capacity Building Activities
        - Reflection Logs
- **Time Tracking** - *Enter and view your timesheets and hours*
    - Enter Timesheets
    - List Timesheets
    - Member Hours Year-To-Date
- **Directories** - *Edit your contact information, look up contact information for others in your program*
    - My Profile
    - Program Directory
- **Calendar** - *View important events and dates for your program*
- **Help** - *View the Frequently Asked Questions (FAQs) page, download the tutorial and submit help requests*
    - FAQs
    - Help Request Form

Home

The Home page displays system generated alerts about reports and records that require your attention. State commission staff can also place messages on this page.

Clicking on the *Review* or *Update* button to the right of any notification will take you to the report or record on the site that requires attention. For most notifications, changing the item in the record or report that is generating the alert will remove the notification from the Home page. For notifications that do not require changing a record or report, clicking on the red button with an X on the right of the notification will remove it from your Home Page.



Reporting

The reporting menu is where you can submit and view your reports.

The standard reports in OnCorps Reports for AmeriCorps members include:

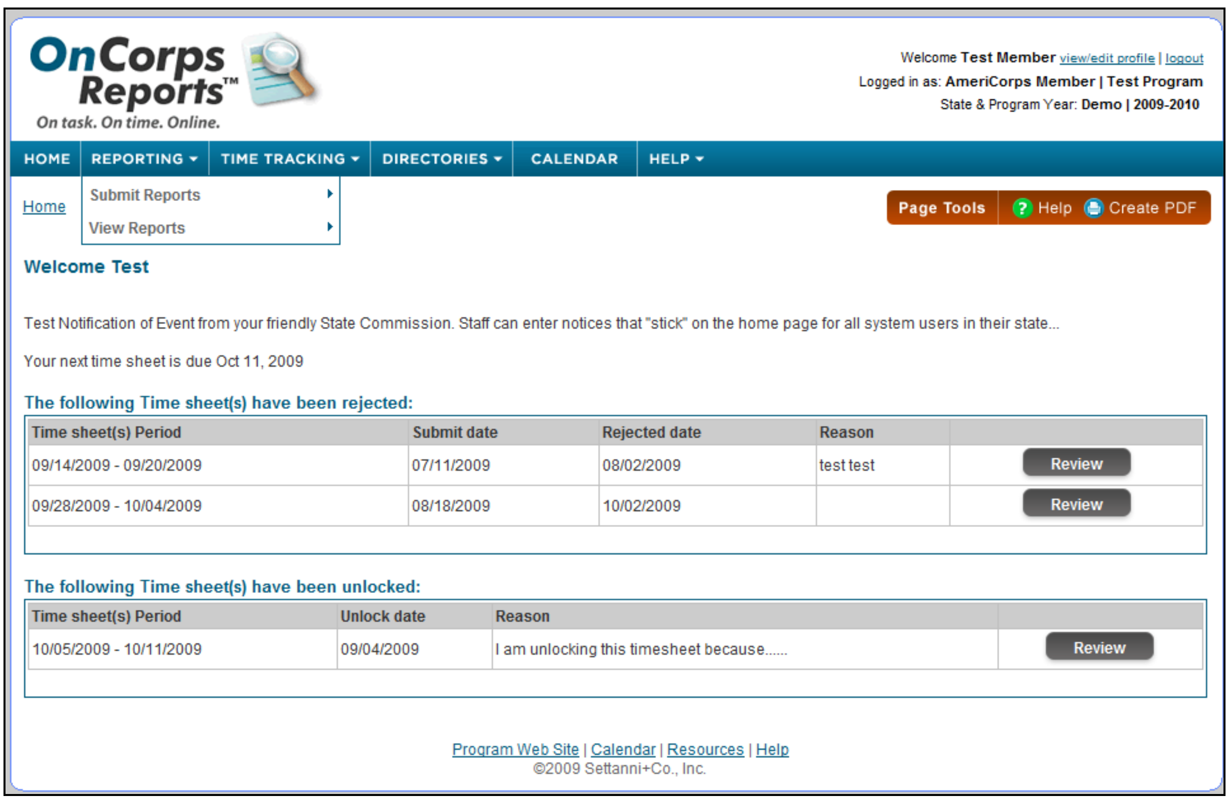
- Great Stories
- Volunteer Mobilization
- Civic Engagement Activities
- Direct Service Activities
- Capacity Building Activities

You may also have to complete other reports that are specific to your program.

To create and edit reports, choose the report you wish to create or modify from the Submit Reports submenu.

To view the reports you have already entered, choose the reports you wish to view from the View Reports submenu.

If you have any questions about what content should go in each report, please contact your site supervisor or program director.



Submit Reports

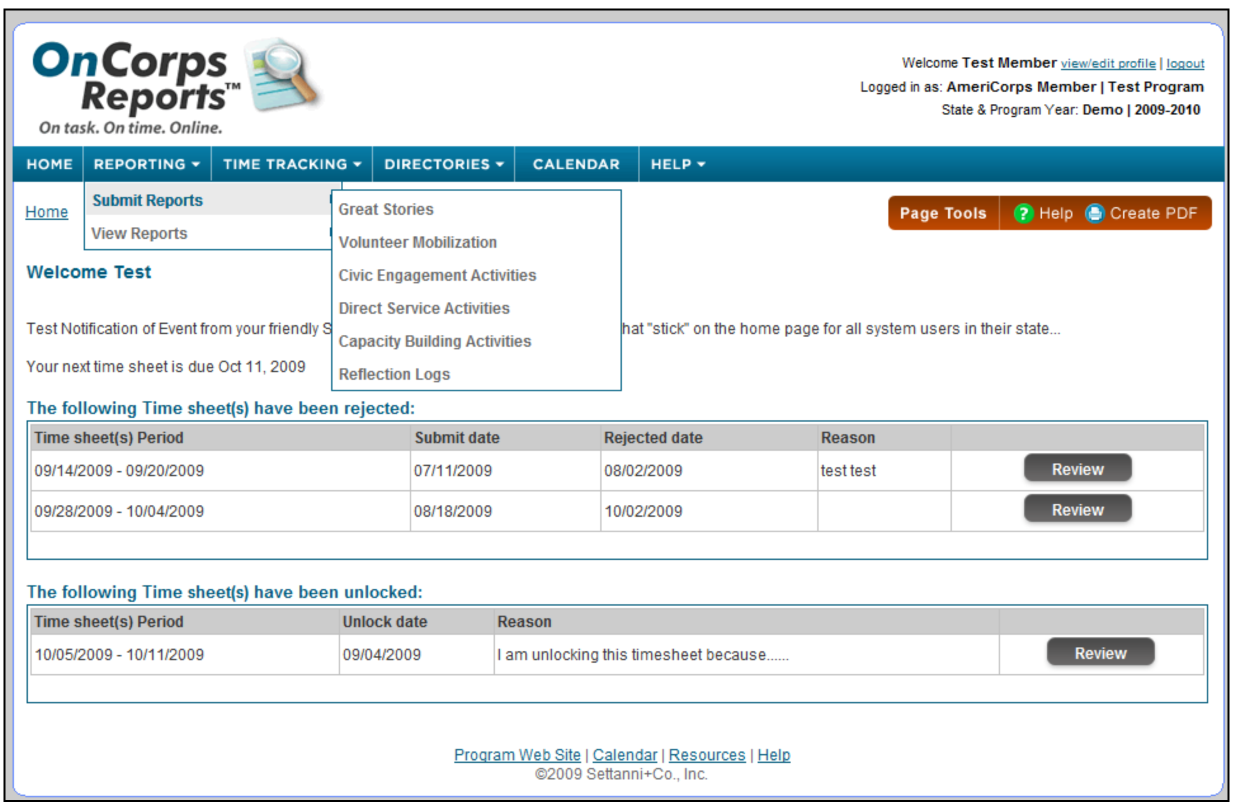
Reporting > Submit Reports

Depending on how your program is structured, members you may be asked to submit periodic progress reports in several areas, and keep an online reflection log. If your program requires any or all of these reports, they will show up under Reporting > Submit Reports menu.

Under the Reporting > Submit Reports menu, you will find the following standard reports:

- Great Stories
- Volunteer Mobilization
- Civic Engagement Activities
- Direct Service Activities
- Capacity Building Activities
- Reflection Logs

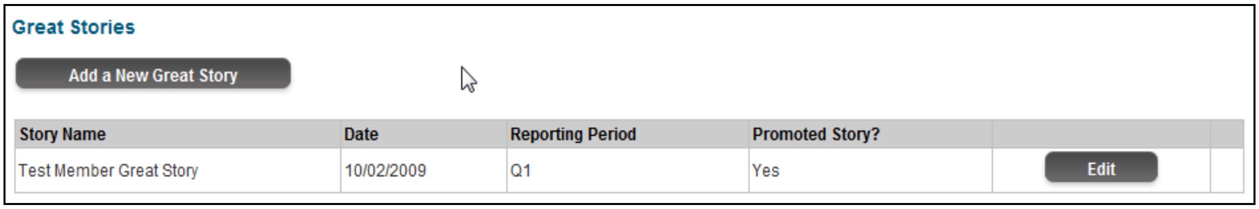
You may also be asked to fill out additional reports that are specific to your state and/or program.



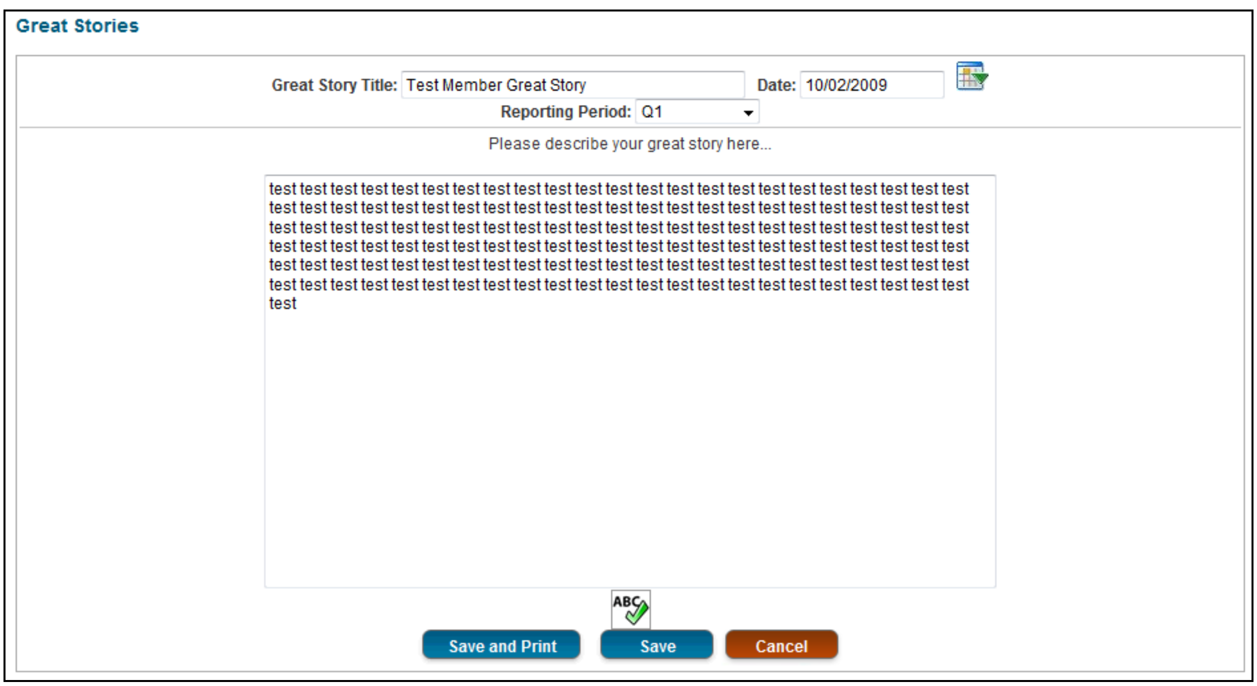
Great Stories

Reporting > Submit Reports > Great Stories

To create a new great story, click on the *Add a New Great Story* button. To edit an existing great story, click on the *Edit* button for that story.



Type a name for your great story, enter a date for the story, select a reporting period, and then type your story into the provided text field. Spell check your story using the *ABC* button at the bottom of the text field. Contact your program director with any questions about what to include in this report. When finished, select *Save* to save the volunteer mobilization event report. Click on the *Save and Print* button if you would like to create a PDF of the report in addition to saving it. Your program director will be able to view the report data immediately after the report is saved.



Volunteer Mobilization

Reporting > Submit Reports > Volunteer Mobilization

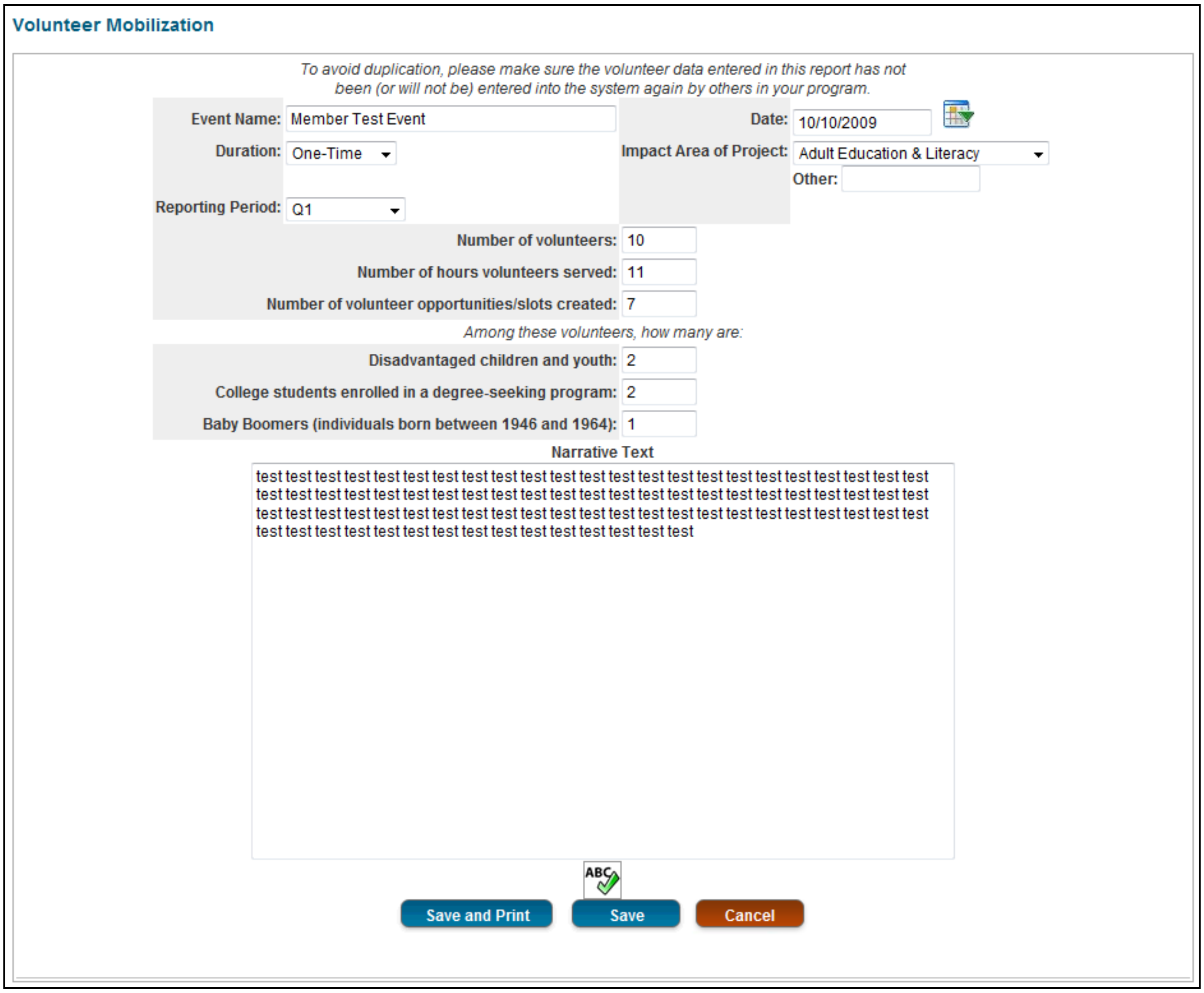
To create a new volunteer mobilization report, select *Add a New Volunteer Mobilization Event*. Select the *Edit* button next to a volunteer mobilization event to view or change that report.

Volunteer Mobilization

Add a New Volunteer Mobilization Event

Name	Date	Reporting Period	Duration	Num Vols	Num Hours	Num Slots	
Member Test Event	10/10/2009	Q1	One-Time	10	11	7	Edit

Enter the event name, the date of the event, the reporting period, the duration of the event, the number volunteers, the number of volunteer hours served, the number of volunteer opportunities created, and any other information required by your program. To avoid double counting volunteers and volunteer hours, make sure the volunteer data in the report has not been or will not be entered into the system by other people in your program. Contact your program director with any questions about what to include in this report. When finished, select *Save* to save the volunteer mobilization event report. Click on the *Save and Print* button if you would like to create a PDF of the report in addition to saving it. Your program director will be able to view the report data immediately after the report is saved.



Volunteer Mobilization

To avoid duplication, please make sure the volunteer data entered in this report has not been (or will not be) entered into the system again by others in your program.

Event Name: Member Test Event

Date: 10/10/2009

Duration: One-Time

Impact Area of Project: Adult Education & Literacy

Other:

Reporting Period: Q1

Number of volunteers: 10

Number of hours volunteers served: 11

Number of volunteer opportunities/slots created: 7

Among these volunteers, how many are:

Disadvantaged children and youth: 2

College students enrolled in a degree-seeking program: 2

Baby Boomers (individuals born between 1946 and 1964): 1

Narrative Text

test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test

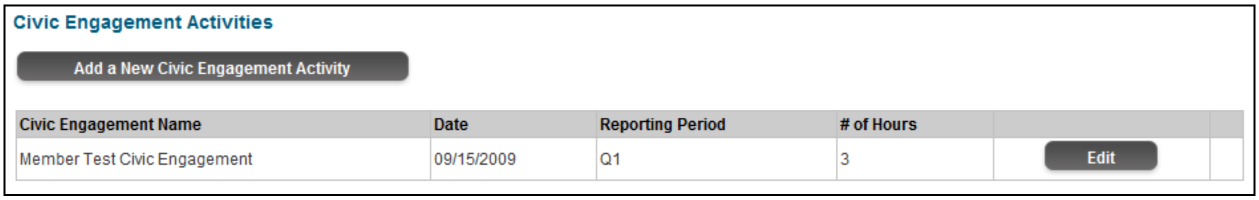
ABC

Save and Print | Save | Cancel

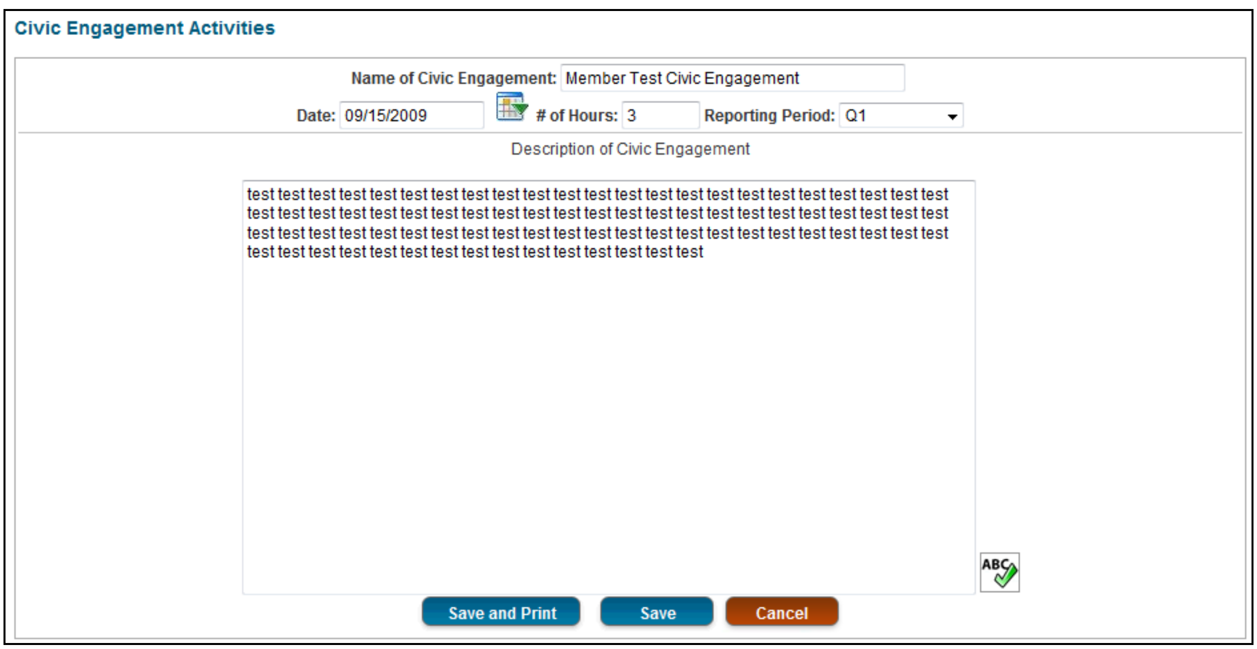
Civic Engagement Activities

Reporting > Submit Reports > Civic Engagement Activities

To add a new civic engagement activity report, click the *Add a New Civic Engagement Activity* button. To edit an existing civic engagement activity report, click the *Edit* button for that activity.



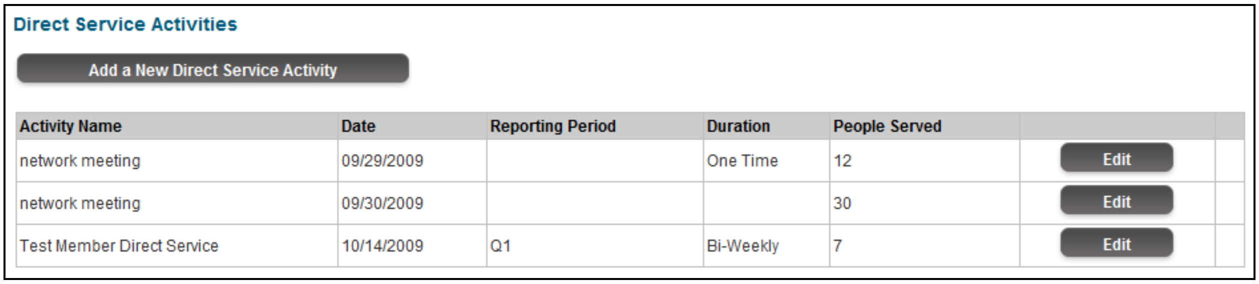
Enter the name of the civic engagement activity, the date the activity took place, the number of hours the activity lasted, the reporting period in which the activity took place, and a description of the civic engagement activity in the form. The hours entered into this form for the civic engagement must also be recorded in your timesheet. Spell check the description of your civic engagement activity using the *ABC* button at the bottom of the text field. Contact your program director with any questions about what to include in this report. When finished, select *Save* to save the report. Click on the *Save and Print* button if you would like to create a PDF of the report in addition to saving it. Your program director will be able to view the report data immediately after the report is saved.



Direct Service Activities

Reporting > Submit Reports > Direct Service Activities

To add a new direct service activity report, click the *Add a New Direct Service Activity* button. To edit an existing direct service activity report, click the *Edit* button for that report.


Direct Service Activities

Add a New Direct Service Activity

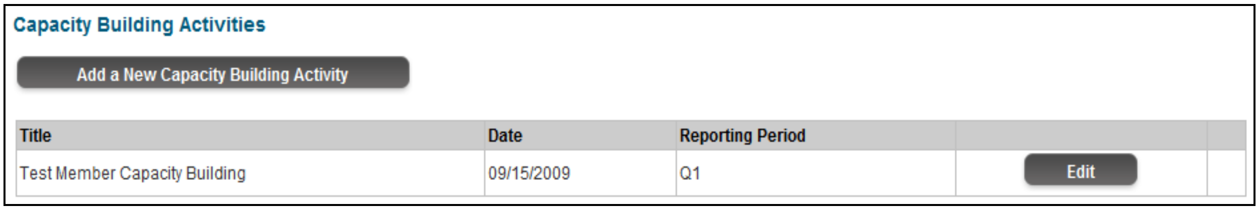
Activity Name	Date	Reporting Period	Duration	People Served	
network meeting	09/29/2009		One Time	12	Edit
network meeting	09/30/2009			30	Edit
Test Member Direct Service	10/14/2009	Q1	Bi-Weekly	7	Edit

Enter the name of the direct service activity, the date and the reporting period for the activity, the duration of the activity (Monthly, Bi-Weekly, Weekly, One Time), the number of people served, and the description of the activity in the appropriate fields. Spell check the description of your direct service activity using the *ABC* button at the bottom of the text field. Contact your program director with any questions about what to include in this report. When finished, select *Save* to save the report. Click on the *Save and Print* button if you would like to create a PDF of the report in addition to saving it. Your program director will be able to view the report data immediately after the report is saved.

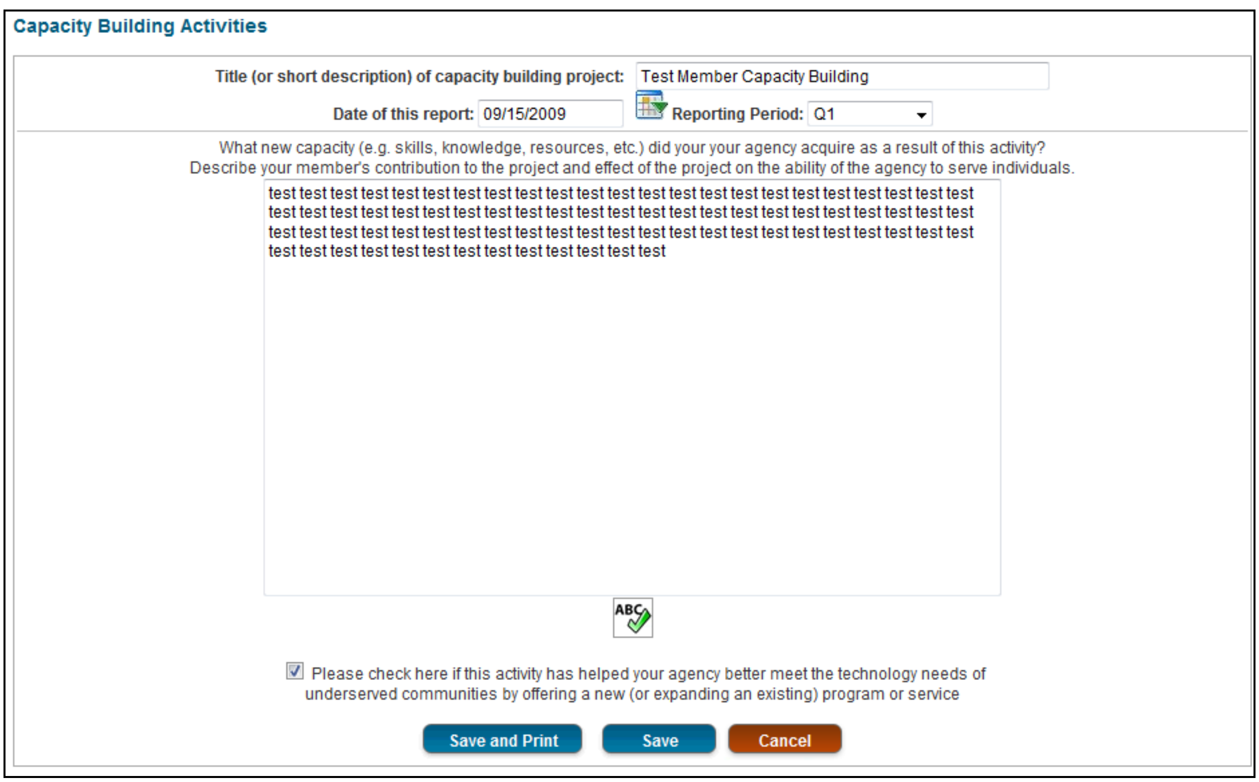
Capacity Building Activities

Reporting > Submit Reports > Capacity Building Activities

To create a new capacity building activity report, click the *Add a New Capacity Building Activity* button. To edit an existing report, click that report's *Edit* button.



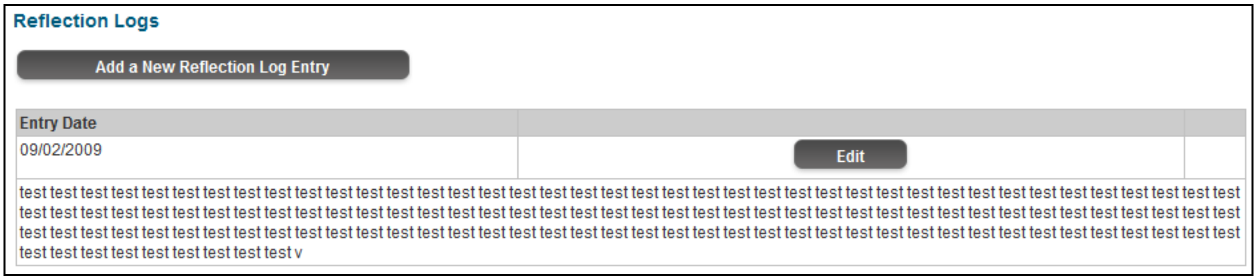
Fill in the title for the capacity building activity, the date of the report, the reporting period, and the description of the capacity building activity. Spell check the description of your capacity building activity using the *ABC* button at the bottom of the text field. If required, the check box at the bottom of the report confirming that the capacity building activity increased the service capacity of your site should be checked by your supervisor. Contact your program director with any questions about what to include in this report. When finished, select *Save* to save the report. Click on the *Save and Print* button if you would like to create a PDF of the report in addition to saving it. Your program director will be able to view the report data immediately after the report is saved.



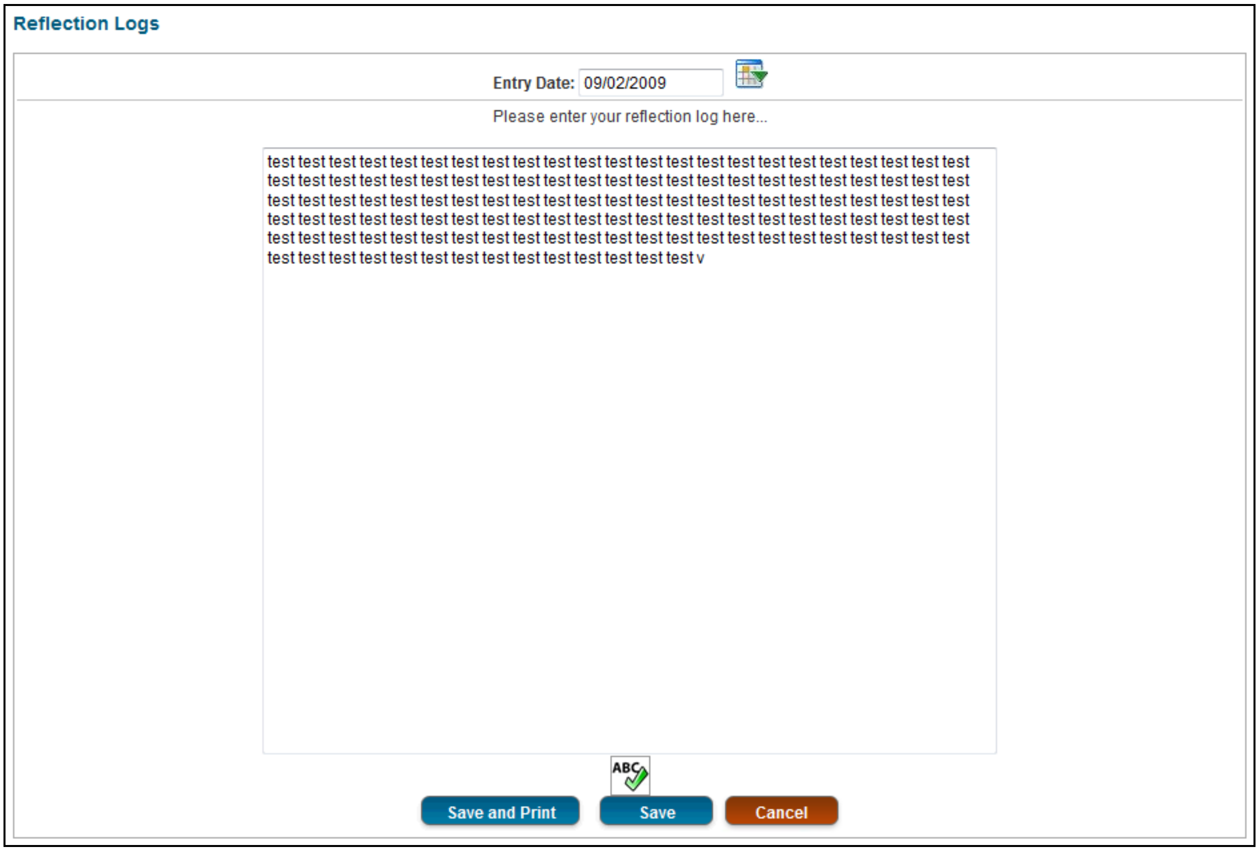
Reflection Logs

Reporting > Submit Reports > Reflection Logs

To create a new reflection log entry, click the *Add a New Reflection Log Entry* button. To edit an existing reflection log, click the *Edit* button for that reflection log.



Reflection logs are a report that can be used to record reflections on your service and to communicate with your program director about your service. Please consult with your program director about how reflection logs are to be used in your program. To fill out a reflection log, enter the date in the *Entry Date* field and your reflection in the text field provided. Spell check your reflection log using the *ABC* button at the bottom of the text field. When finished, select *Save* to save the report. Click on the *Save and Print* button if you would like to create a PDF of the report in addition to saving it. Your program director will be able to view the report data immediately after the report is saved.


Reflection Logs
Entry Date: 09/02/2009
Please enter your reflection log here...
test test test test test test test test test test test test test test test test test test test test test test test
test test test test test test test test test test test test test test test test test test test test test test test
test test test test test test test test test test test test test test test test test test test test test test test
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test test test test test test test test test test test test test test v
ABC
Save and Print
Save
Cancel

View Reports

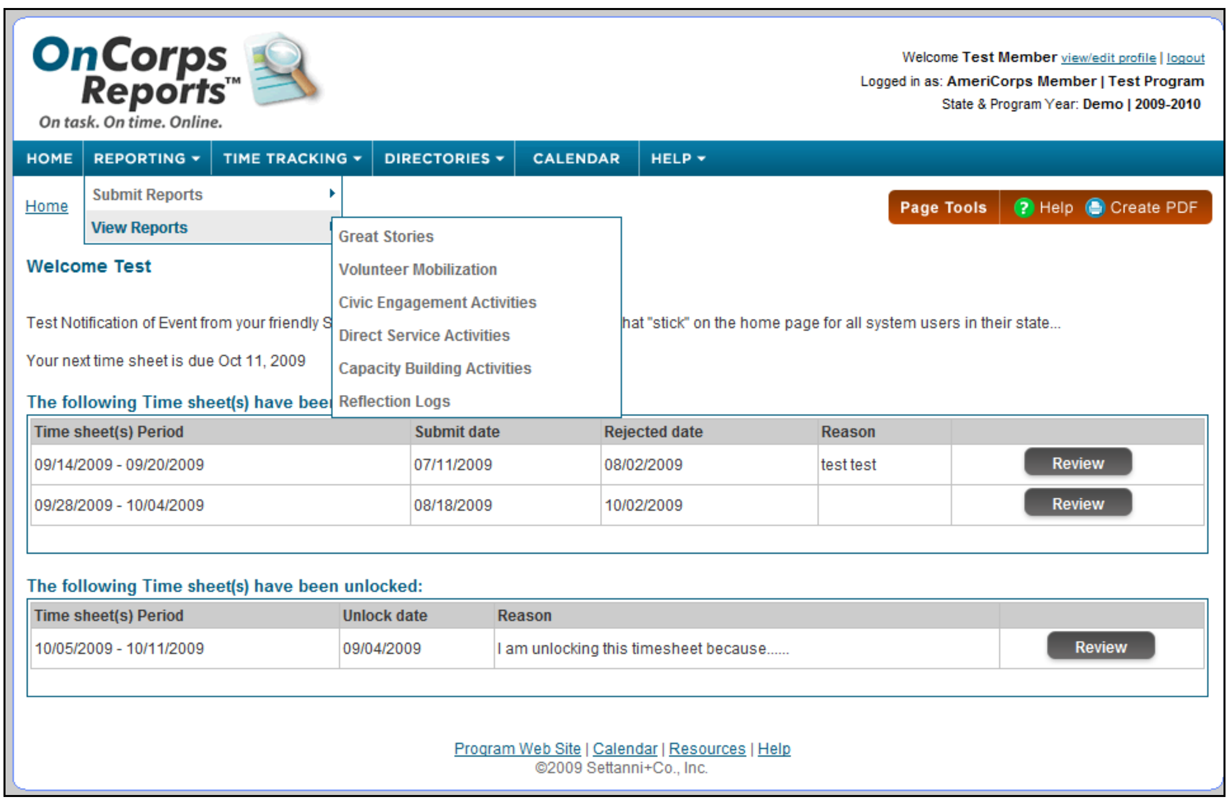
Reporting > View Reports

The View Reports section lets you view all of the reports submitted regarding your service. You cannot create, edit, or submit any reports in this section, only view data that has already been entered into the system. To add or update data, or submit reports, go to Reporting > Submit Reports.

Under the Reporting > View Reports menu, you will find the following standard reports:

- Great Stories
- Volunteer Mobilization
- Civic Engagement Activities
- Direct Service Activities
- Capacity Building Activities
- Reflection Logs

You may also be able to view additional reports that are specific to your state and/or program under this menu.



Great Stories

Reporting > View Reports > Great Stories

You can view all of the great stories you have entered into the system on this page. You cannot edit your great stories here; that can be done under Reporting > Submit Reports > Great Stories.

Great Stories

Story Name	Reporting Period	Date
Test Member Great Story	Q1	10/02/2009
test test		

Volunteer Mobilization

Reporting > View Reports > Volunteer Mobilization

You can view all of the volunteer mobilization reports you have entered into the system on this page. You cannot edit your volunteer mobilization reports here; that can be done under Reporting > Submit Reports > Volunteer Mobilization.

Volunteer Mobilization

Member Volunteer Mobilization

Member Name	Name	Date	Reporting Period	Duration	Vols	Hours	Slots	Disadvantaged	College	Boomers
Test Member	Member Test Event	10/10/2009	Q1	One-Time	10	11	7	2	2	1
test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test										

Civic Engagement Activities

Reporting > View Reports > Civic Engagement Activities

You can view all of the civic engagement activity reports you have entered into the system on this page. You cannot edit your civic engagement activity reports here; that can be done under Reporting > Submit Reports > Civic Engagement Activities.

Civic Engagement Activities

Civic Engagement Name	Date	Reporting Period	# of Hours
Member Test Civic Engagement	09/15/2009	Q1	3
test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test			

Direct Service Activities

Reporting > View Reports > Direct Service Activities

You can view all of the direct service activity reports you have entered into the system on this page. You cannot edit your direct service activity reports here; that can be done under Reporting > Submit Reports > Direct Service Activities.

Direct Service Activities

Service Name	Date	Reporting Period	Duration	People Served
Test Member Direct Service	10/14/2009	Q1	Bi-Weekly	7
test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test				

Service Name	Date	Reporting Period	Duration	People Served
network meeting	09/29/2009		One Time	12
network meeting, project timeline				

Service Name	Date	Reporting Period	Duration	People Served
network meeting	09/30/2009			30
project update				

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Capacity Building Activities

Reporting > View Reports > Capacity Building Activities

You can view all of the capacity building activity reports you have entered into the system on this page. You cannot edit your capacity building activity reports here; that can be done under Reporting > Submit Reports > Capacity Building Activities.

Capacity Building Activities

Title	Type	Date	Reporting Period
Test Member Capacity Building		09/15/2009	Q1
test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test			

Reflection Logs

Reporting > View Reports > Reflection Logs

You can view all of the reflection log reports you have entered into the system on this page. You cannot edit your reflection log reports here; that can be done under Reporting > Submit Reports > Reflection Logs.

Reflection Logs

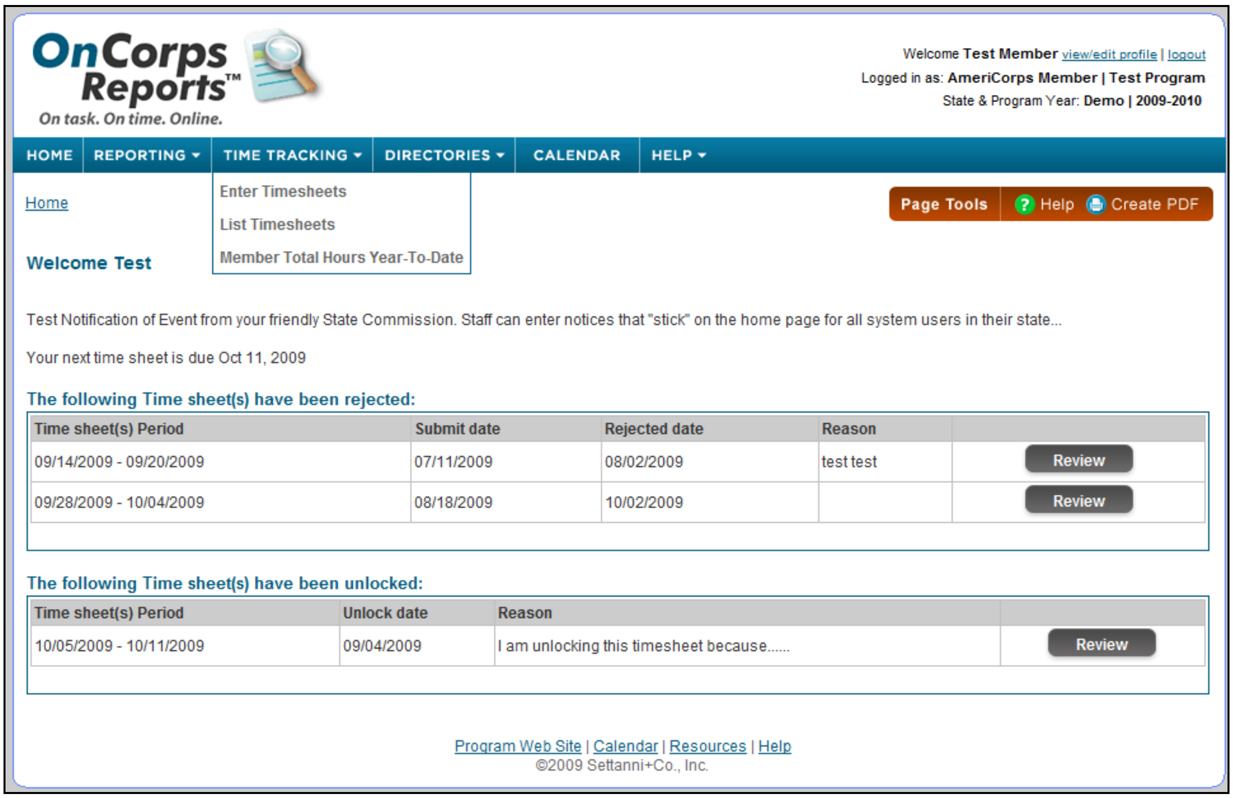
Entry Date	Entry Text
09/02/2009	test v

Time Tracking

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
- List Timesheets
- Member Total Hours Year-To-Date



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, 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 to OnCorp Reports and reviews the member's timesheet. The supervisor can either:

a) Approve the timesheet. (All supervisors that received the timesheet must approve it independently before the hours are officially approved)

   i) Once a timesheet has been approved by all of the supervisors it was sent to, it is available for viewing by program directors. Program directors viewing approved timesheets can either

      (1) Do nothing, in which case the timesheet is considered correct and no further action is needed

      (2) Unlock the timesheet and enter in the reason why it is being sent back to the member for revisions.

         (a) 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.

         (b) 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.

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 e-mail 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.

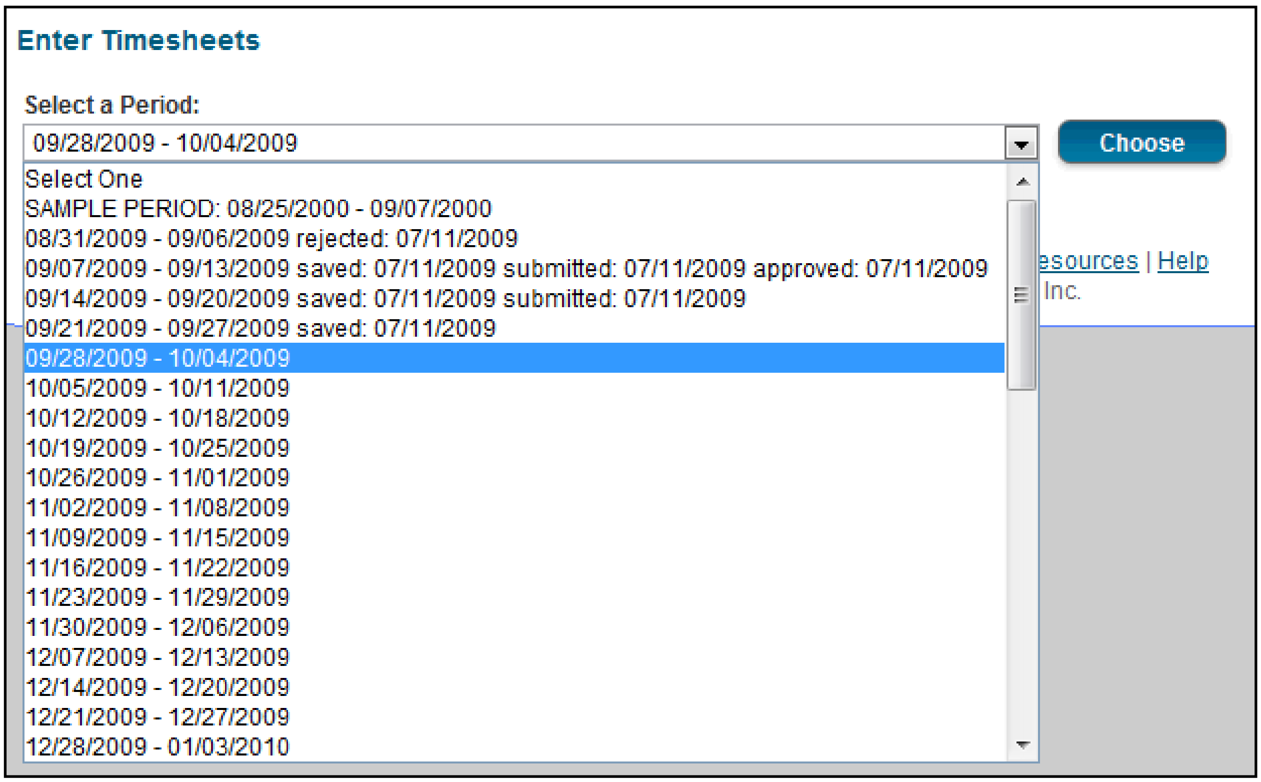
Timesheets can also be rejected after then have been approved by a supervisor if needed. This will start the approval process over again.

If you have questions about how to classify your hours, please consult with your program directors and supervisors.

Enter Timesheets

Time Tracking > Enter Timesheets

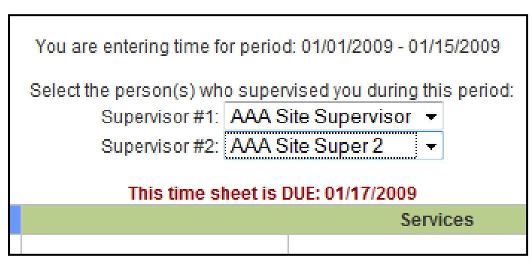
To open a timesheet, select the date range for that timesheet from the *Select a Period* drop down menu, which also lists the dates for when a timesheet was last saved, submitted to your supervisor(s), and approved by your supervisors(s) next to each timesheet period, and click the *Choose* button. The Sample Period is for testing the timesheet approval process and the hours entered there do not count towards your total hours.

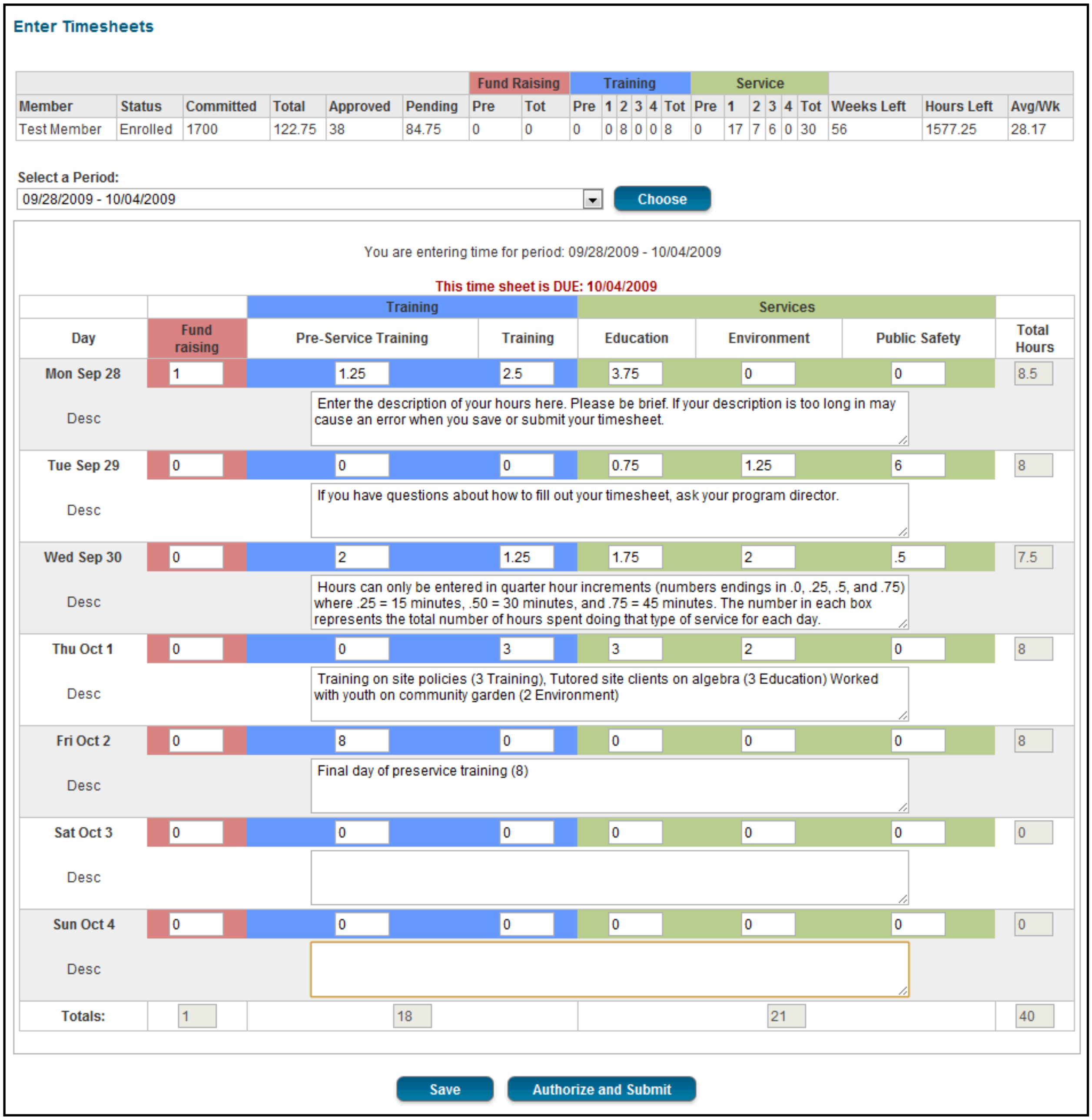


Once you select a timesheet period, the timesheet will appear below a table detailing your total member hours year-to-date. Enter in your hours and write a description of your activities for each day that you served in the spaces provided. Hours can only be entered in quarter hour increments (numbers ending in .00, .25, .50, and .75).

Some members may have the option to submit their timesheets to multiple supervisors. If that is the case, at least one supervisor must be selected in order to submit your timesheet.

Consult your program director if you have questions about how to fill out your timesheet.





Enter Timesheets

						Fund Raising		Training						Service								
Member	Status	Committed	Total	Approved	Pending	Pre	Tot	Pre	1	2	3	4	Tot	Pre	1	2	3	4	Tot	Weeks Left	Hours Left	Avg/Wk
Test Member	Enrolled	1700	122.75	38	84.75	0	0	0	0	8	0	0	8	0	17	7	6	0	30	56	1577.25	28.17

Select a Period:
09/28/2009 - 10/04/2009 Choose

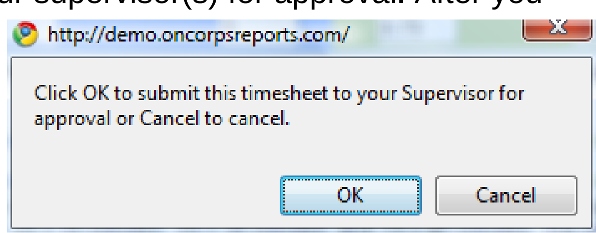
You are entering time for period: 09/28/2009 - 10/04/2009

This time sheet is DUE: 10/04/2009

		Training		Services			
Day	Fund raising	Pre-Service Training	Training	Education	Environment	Public Safety	Total Hours
Mon Sep 28	1	1.25	2.5	3.75	0	0	8.5
Desc	Enter the description of your hours here. Please be brief. If your description is too long in may cause an error when you save or submit your timesheet.						
Tue Sep 29	0	0	0	0.75	1.25	6	8
Desc	If you have questions about how to fill out your timesheet, ask your program director.						
Wed Sep 30	0	2	1.25	1.75	2	.5	7.5
Desc	Hours can only be entered in quarter hour increments (numbers endings in .0, .25, .5, and .75) where .25 = 15 minutes, .50 = 30 minutes, and .75 = 45 minutes. The number in each box represents the total number of hours spent doing that type of service for each day.						
Thu Oct 1	0	0	3	3	2	0	8
Desc	Training on site policies (3 Training), Tutored site clients on algebra (3 Education) Worked with youth on community garden (2 Environment)						
Fri Oct 2	0	8	0	0	0	0	8
Desc	Final day of preservice training (8)						
Sat Oct 3	0	0	0	0	0	0	0
Desc							
Sun Oct 4	0	0	0	0	0	0	0
Desc							
Totals:	1	18		21			40

Save Authorize and Submit

To save your hours so you can come back and edit the timesheet later, click the *Save* button. When you have entered all of you hours into the timesheet, click the *Authorize and Submit* button to send the timesheet to your supervisor(s) for approval. After you click the *Authorize and Submit* button, a pop-up window will appear asking you to confirm that you want to submit your timesheet. In the pop-up window, click *OK* to send the timesheet to your supervisors or click *Cancel* to abort and return to editing your timesheet.



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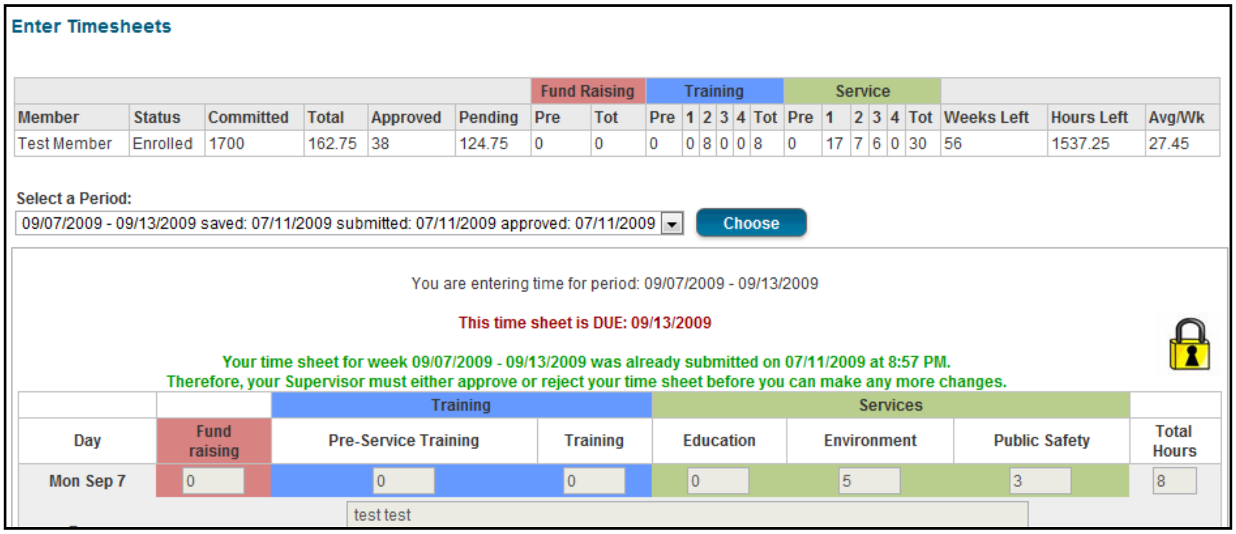
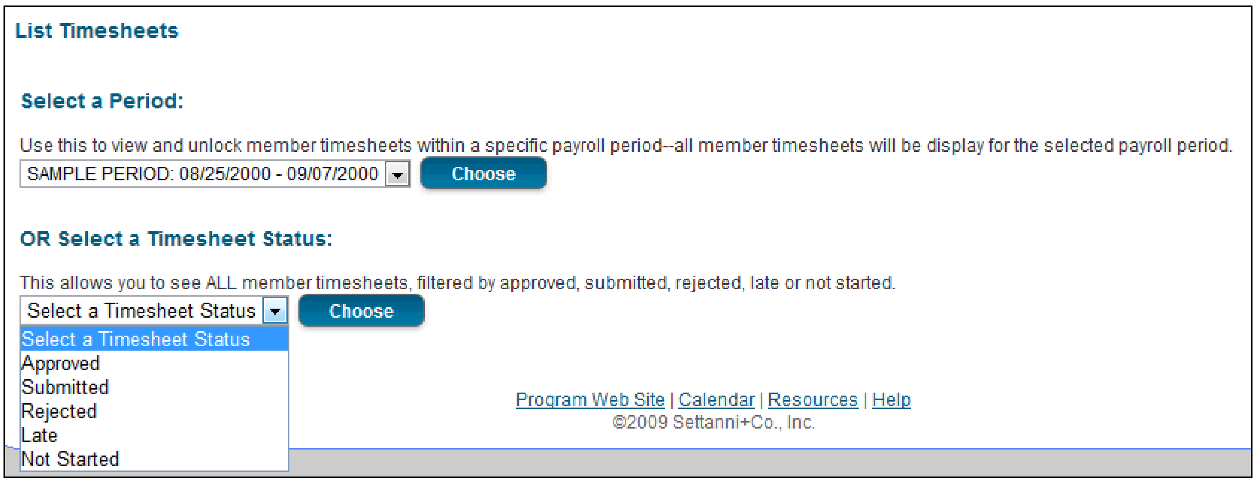
Timesheets that have been submitted or approved are locked to prevent changes-though they may still be viewed-and will have a padlock icon in the upper right corner.



List Timesheets

Time Tracking > List Timesheets

You can filter and view your timesheets using this form. Search for approved, submitted or rejected timesheets by selecting a timesheet period using the *Select a Period* drop down menu. You can also view timesheets by their status (Approved, Submitted, Rejected, Late, or 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 Year-To-Date

Time Tracking > Member Total Hours Year-To-Date

The Member Hours Year-To-Date table shows the status of all hours that have been entered into a member timesheet. Each column of the table is defined below.

Member Total Hours Year-To-Date

						Fund Raising		Training						Service								
Member	Status	Committed	Total	Approved	Pending	Pre	Tot	Pre	1	2	3	4	Tot	Pre	1	2	3	4	Tot	Weeks Left	Hours Left	Avg/Wk
Test Member	Enrolled	1700	533.5	159.25	374.25	0	3	0	19.25	19	0	0	38.25	40	33.75	34.25	10	0	118	47	1166.5	24.82

Training	
1	Pre-Service Training
2	Training
3	
4	
Service	
1	Education
2	Environment
3	Public Safety
4	

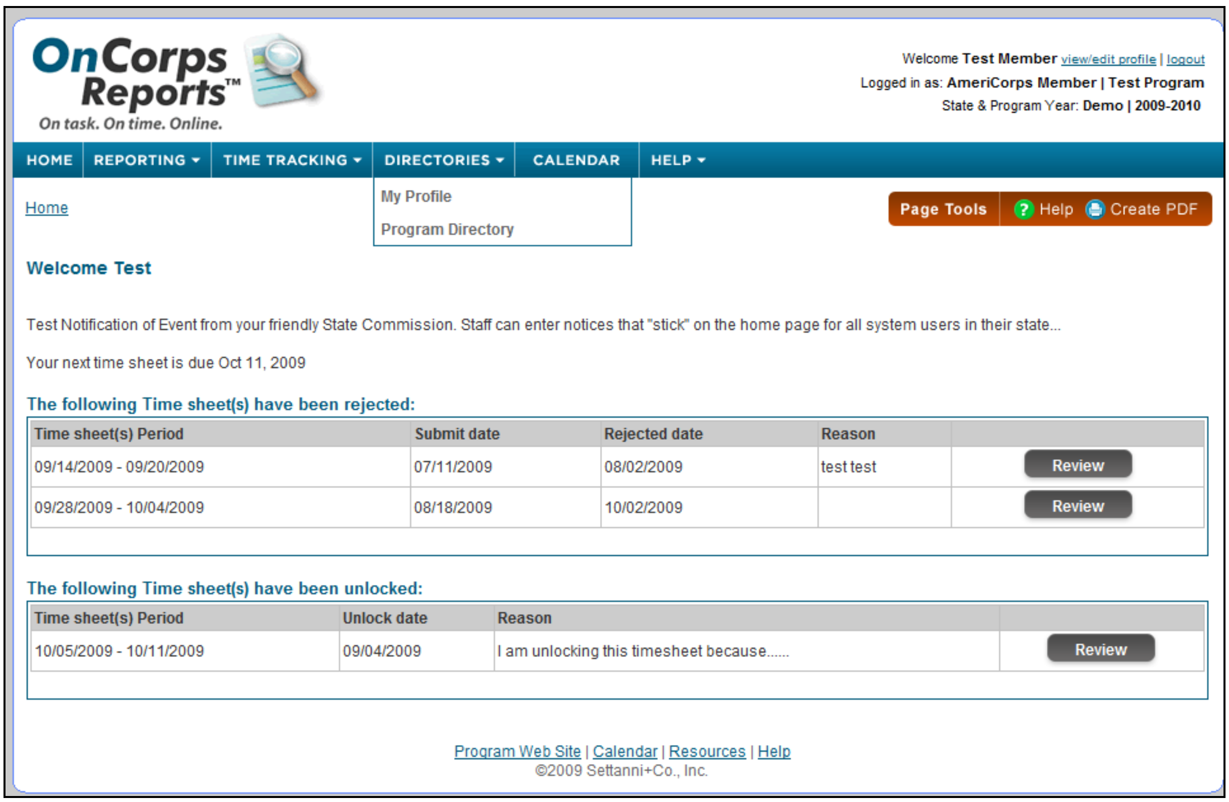
- **Committed:** The number of hours a member committed to serve
- **Total:** The total hours entered into a timesheet by a member (includes **Approved** and **Pending** hours)
- **Approved:** The total hours that have been approved by all supervisors
- **Pending:** The total hours entered into timesheets that have not been approved by supervisors (includes hours in timesheets that have been submitted for approval but have not been approved yet and hours saved in timesheets that have not been submitted to supervisors yet)
- **Pre:** Pre OnCorps Hours (hours that were approved using a different timekeeping system before members began using OnCorps timesheet system) for Fundraising, Training, and Service
- **1, 2, 3, 4:** Number of hours in each of the four possible subcategories of Training and Service hours that have been entered into OnCorps using the OnCorps timesheet system..
- **Tot:** (**Pre** + **1, 2, 3, 4**) for each type of hours (Fundraising, Training, and Service)
- **Weeks Left:** The result of ((Expected Service End Date - Current Date) / 7) rounded up to the nearest integer
- **Hours Left:** (**Committed** - (**Pending** + **Approved** + (sum of all **Pre** hours)))
- **Avg/Wk:** (**Hours Left** / **Weeks Left**) Because of how **Weeks Left** is calculated, this value may have a margin of error of up to six days.

Directories

You can edit your contact information, change your password, and find contact information for other people in your program under the Directories menu.

You can find the following pages under the Directories menu:

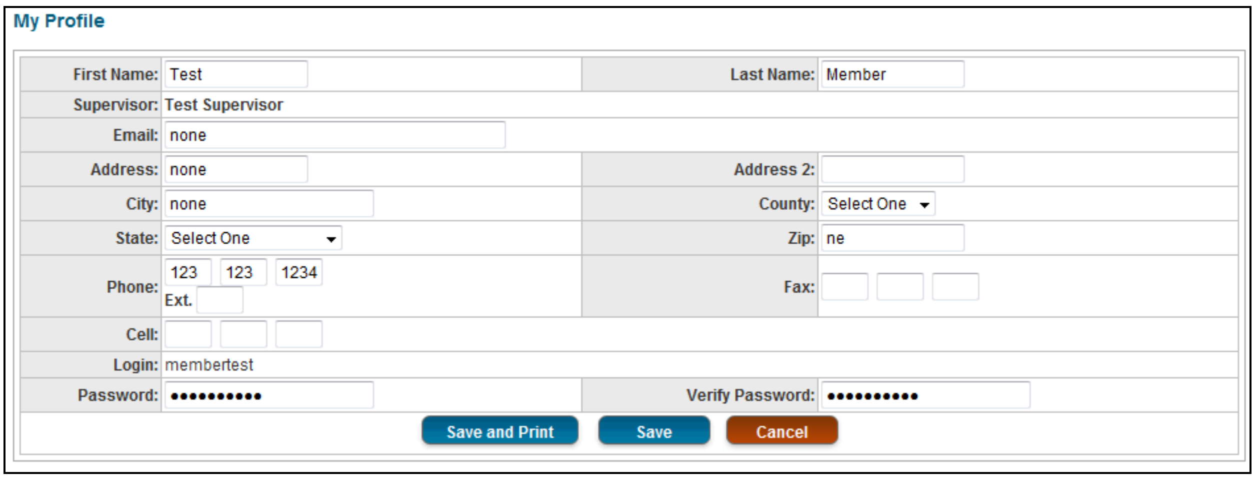
- My Profile
- Program Directory



My Profile

Directories > My Profile

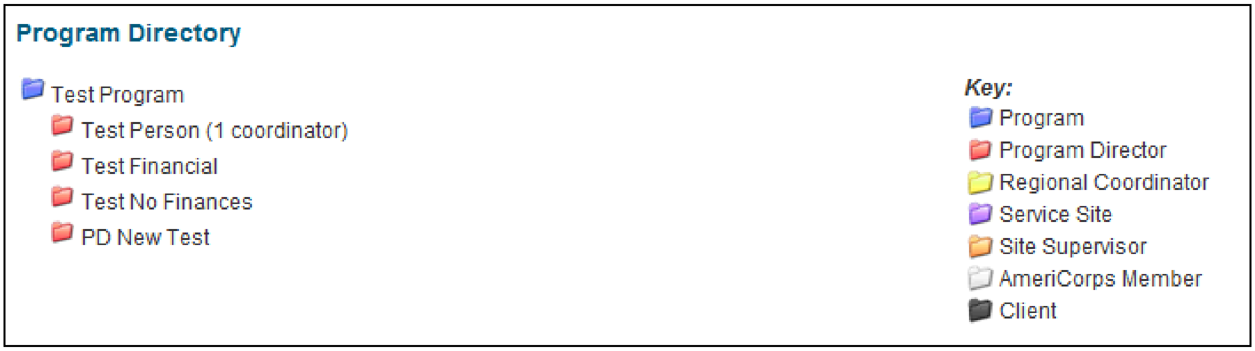
My Profile allows users to update their own basic contact information so that it is always up to date. Users can use this form to make any changes necessary to their basic contact information. Users can also use this form to change their passwords. When finished, select *Save* to save the report. Click on the *Save and Print* button if you would like to create a PDF of the report in addition to saving it.



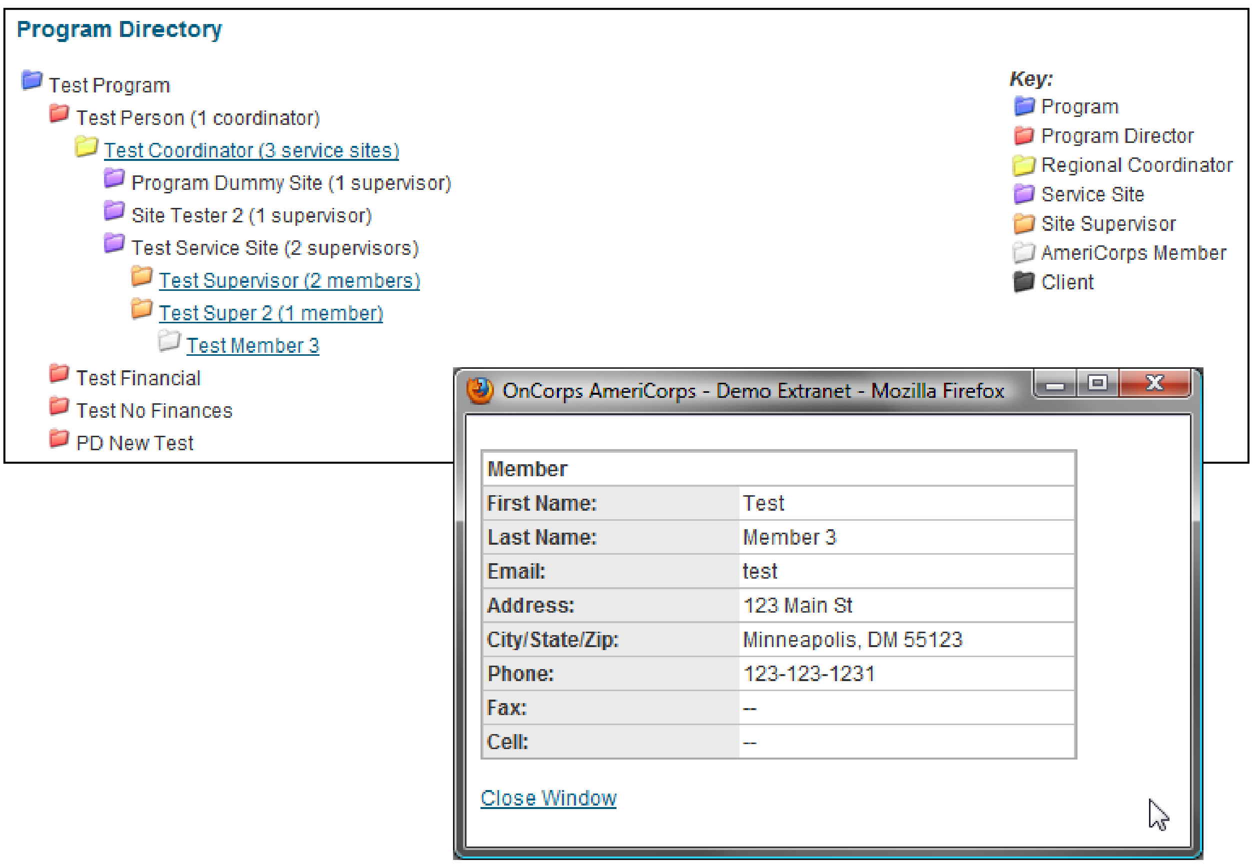
Program Directory

Directories > Program Directory

The Program Directory lets you look at your program in a hierarchical tree view. You can find contact information by expanding your program tree.



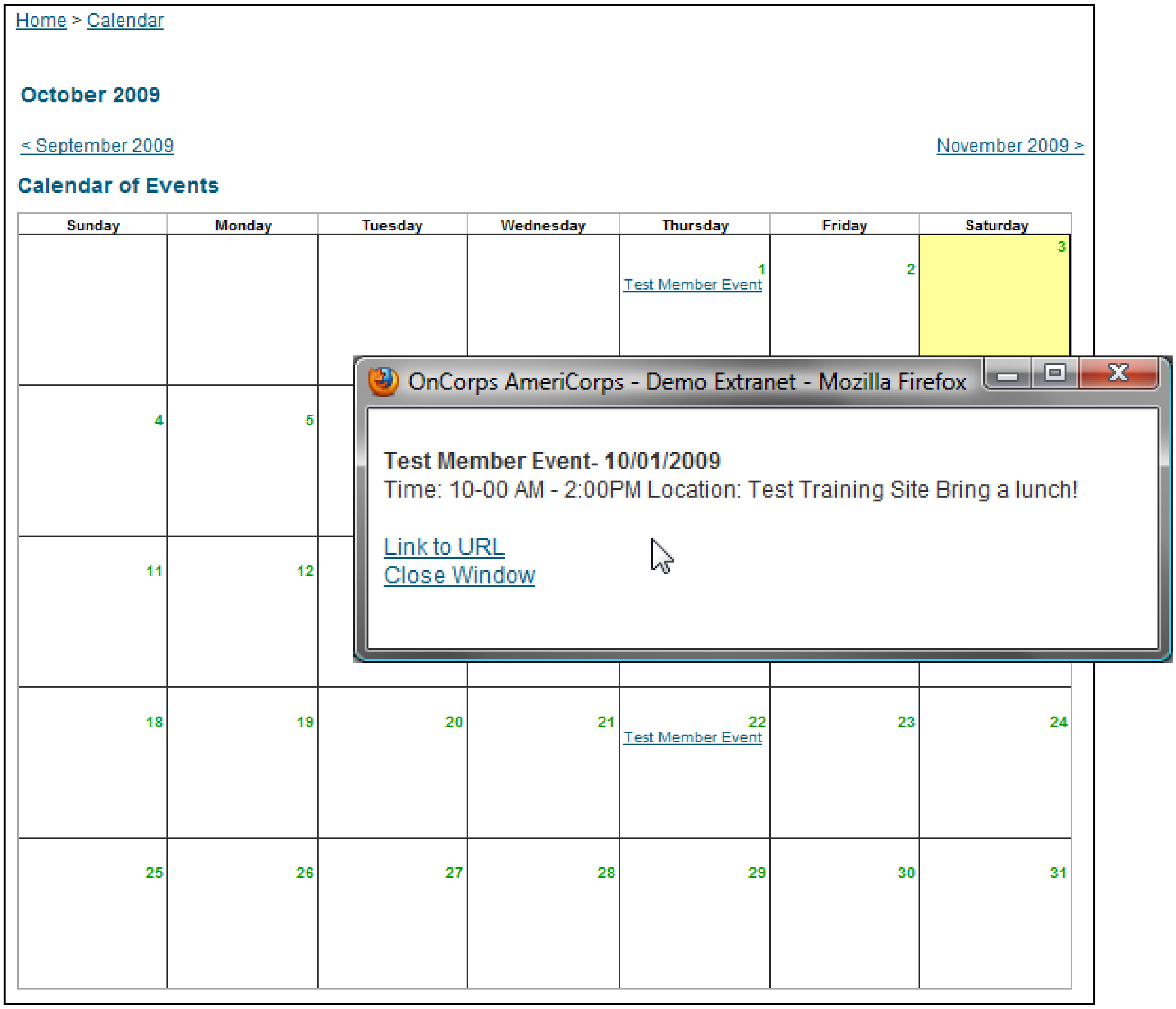
Click on a folder to expand the list. You can view the contact information for people in the list by clicking on their name. A pop up window will appear listing that person's contact information.



Calendar

You can access the calendar for your program by either clicking on the *Calendar* button on the blue menu bar or by clicking on the *Calendar* link at the bottom of each page.

To view event information, click on the event in the calendar and a pop up will appear with the information for that event. Make sure your browser is set to allow pop-ups. To go to the previous month, click on the link on the top left of the calendar with the name of the month previous to the one currently displayed. To go to the next month, click the link at the top right of the calendar with the name of the month following the one currently displayed.

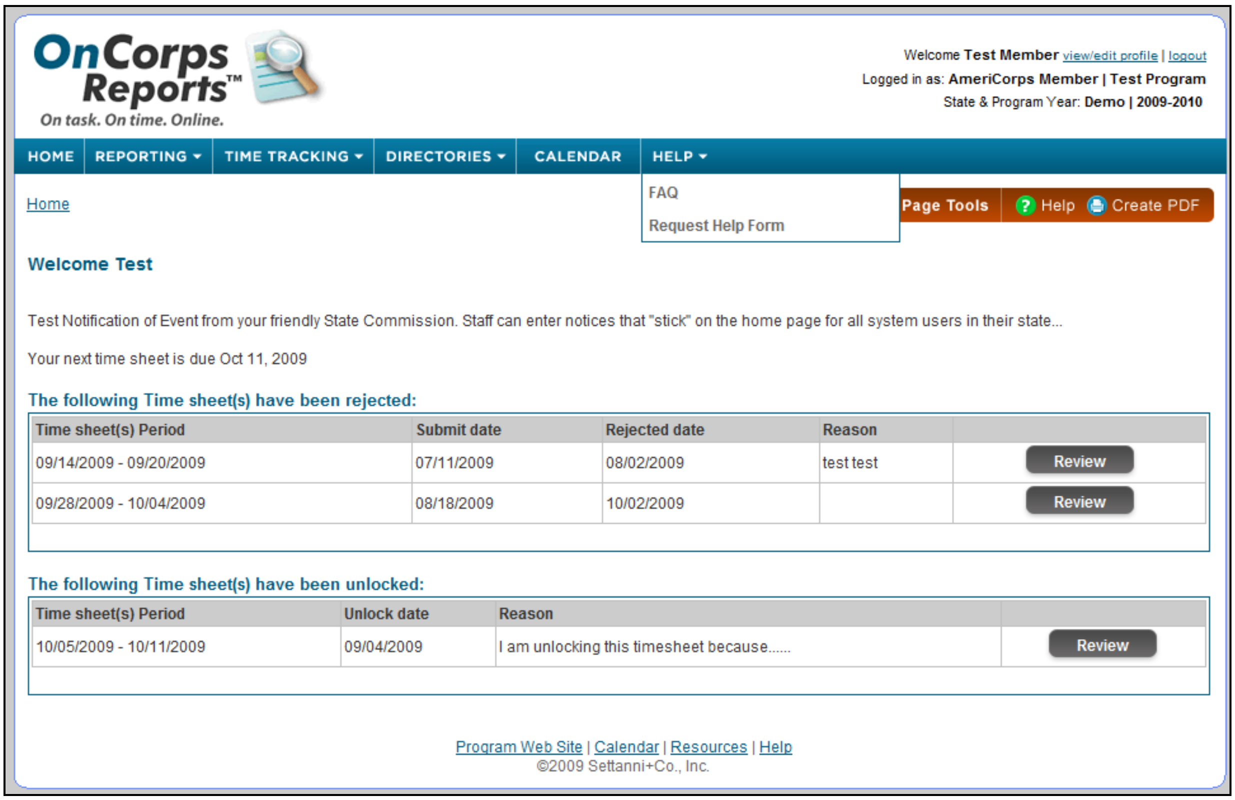


Help

The Help menu contains pages where you can find resources to help answer your questions about the OnCorps Reports system, including a tutorial, an FAQ, and a form to request assistance from OnCorps Reports. You can also send help tickets to OnCorps Reports at help@oncorpsreports.com.

The pages under the Help menu are listed below:

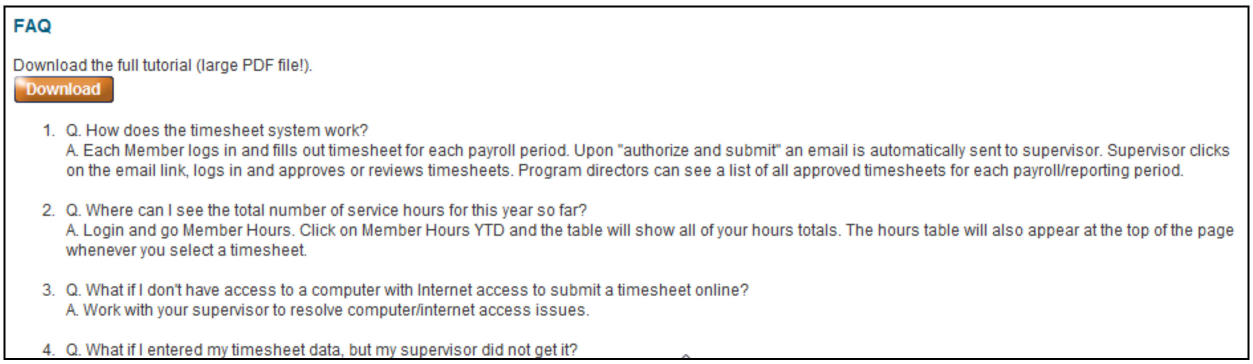
- FAQ
- Request Help Form



FAQ

Help > FAQ

The FAQ or Frequently Asked Questions is a list of answered questions that we have been asked. Before filling out a Request Help Form, it is a good idea to look through the FAQ to see if your question has already been answered. We update the FAQ as more questions come in.



Request Help Form

Help > Request Help Form

Use the Request Help Form to report any problems with OnCorps Reports or for clarification about how a feature works. We will respond to these forms within 24 hours. If we feel that the comment or question entered into the form is a program or policy related question, we will forward the question to your Program Director.