OnCorps Reports™

On task. On time. Online.

The Online Reporting System
for AmeriCorps Programs

Site Supervisor Tutorial

OnCorps Reports 2.0, Standard Reports

Table of Contents

Welcome to OnCorps Reports 1

Getting Started 2
System Requirements 3
Logging Into and Logging Out of OnCorps Reports 4
Program Web Site and Resources Page 8
Page Tools Bar 10
Export Report Data 11
Other Features 12

Records, Forms, Timesheets and Reports 15

Home.. 16

Manage Records 17
Prospective Members 18

Reporting 19
Submit Reports 20
Individual Member Reports 21
Great Stories 32
Volunteer Mobilization 33
Civic Engagement Activities 35
Direct Service Activities 36
Best Practices 38
View Reports 39
Individual Member Reports 40
Volunteer Mobilization 44
Civic Engagement Activities 45
Direct Service Activities 46
Capacity Building Activities 47
Reflection Logs 48
Member Status Report 49

Financials 50
Submit Reports 51
In-Kind Other 52
View Reports 53
In-Kind Other 54

Time Tracking 55
Member Service Hours 57
Approve Member Timesheets 58
Filter Member Timesheets 60
Member Total Hours Graph 61
Member Total Hours Year-To-Date 62
Print Member Timesheets 63

Reject Approved Member Timesheets 64
Supervisor In-Kind Hours 65
Enter Supervisor In-Kind Hours 66
Supervisor In-Kind Hours Report 68

Directories 69
My Profile 70
Search Directory 71
Program Directory 72
Member Roster 73

Calendar 74

Help 75
FAQ 76
Request Help Form 77

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.

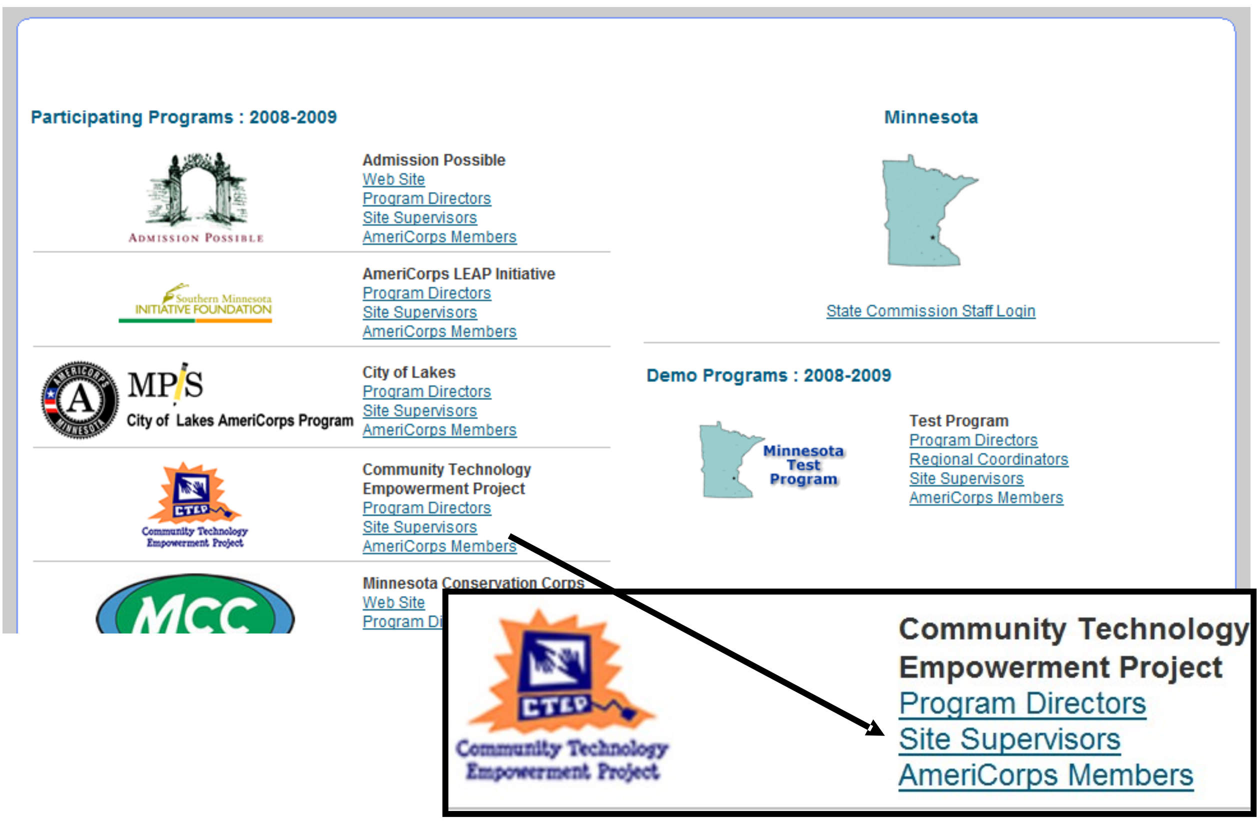
In order to log in to OnCorps Reports, you must select a program year from the drop down box on the right of the page and click the *Submit* button. Because the data for each program year is stored in a separate database, if you select the wrong program year, your login will not work. The "ARRA 2009-2010 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 Site Supervisors 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.

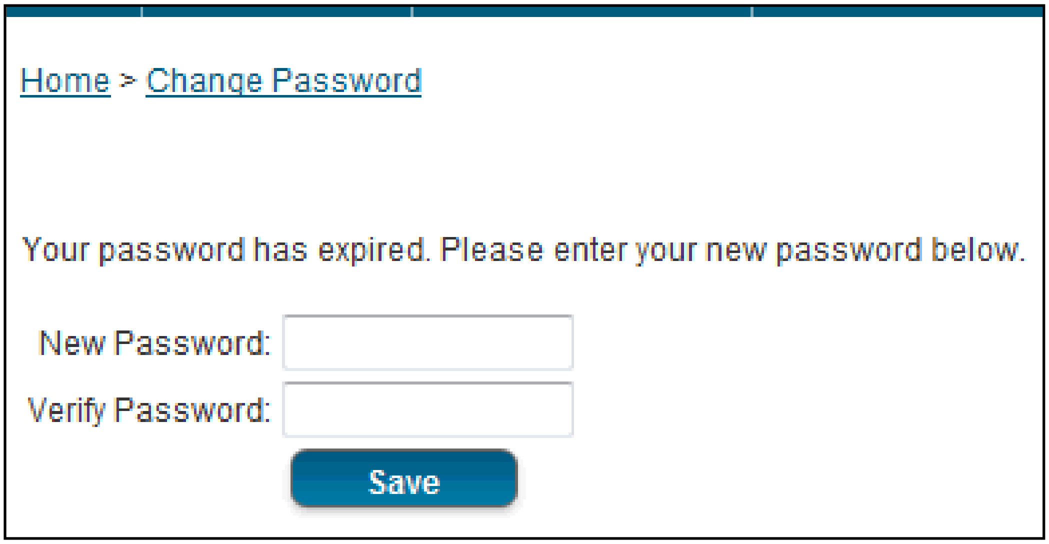


On the login page, enter your login name and password in the box on the right side of the page and click the *Login* button.

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.

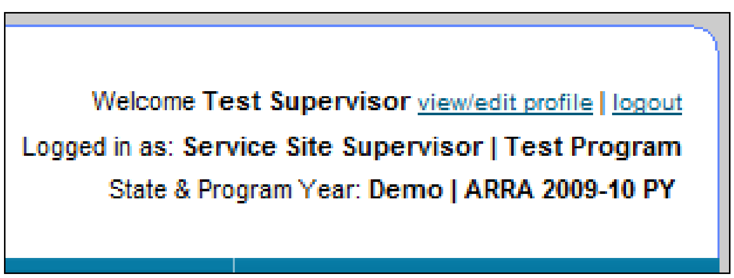
You do not need to login to see the Program Website or Resources Page. Buttons for these pages can be found in the upper right hand corner on the blue bar. You can learn more about these pages in the Getting Started > Program Web Site and Resource Page section of this tutorial.

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.

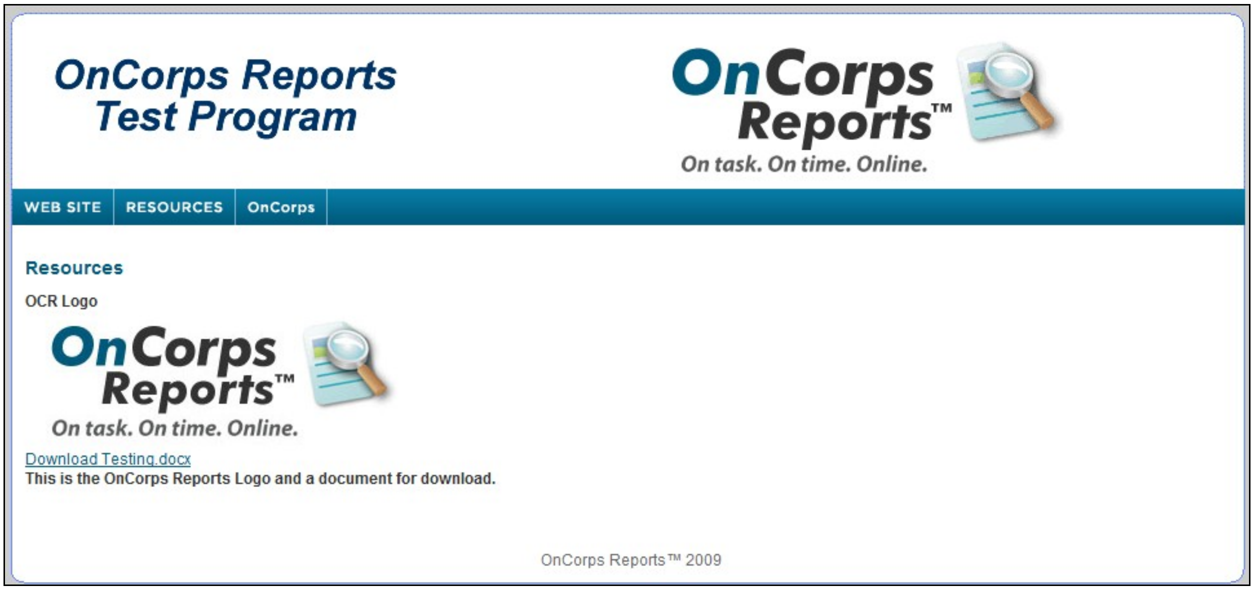


Program Web Site and Resources Page

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.

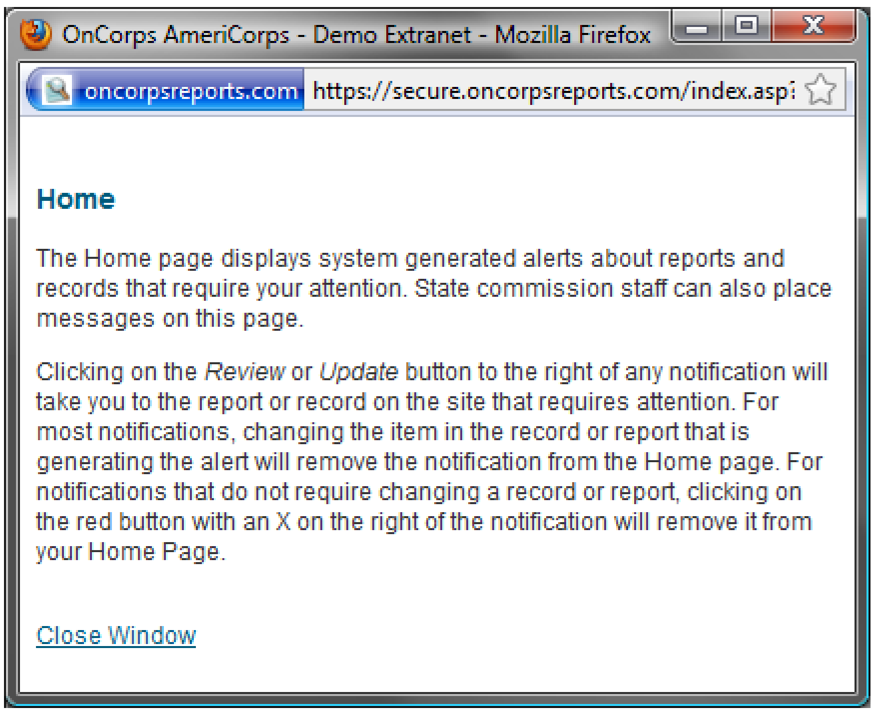


Page Tools Bar

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.



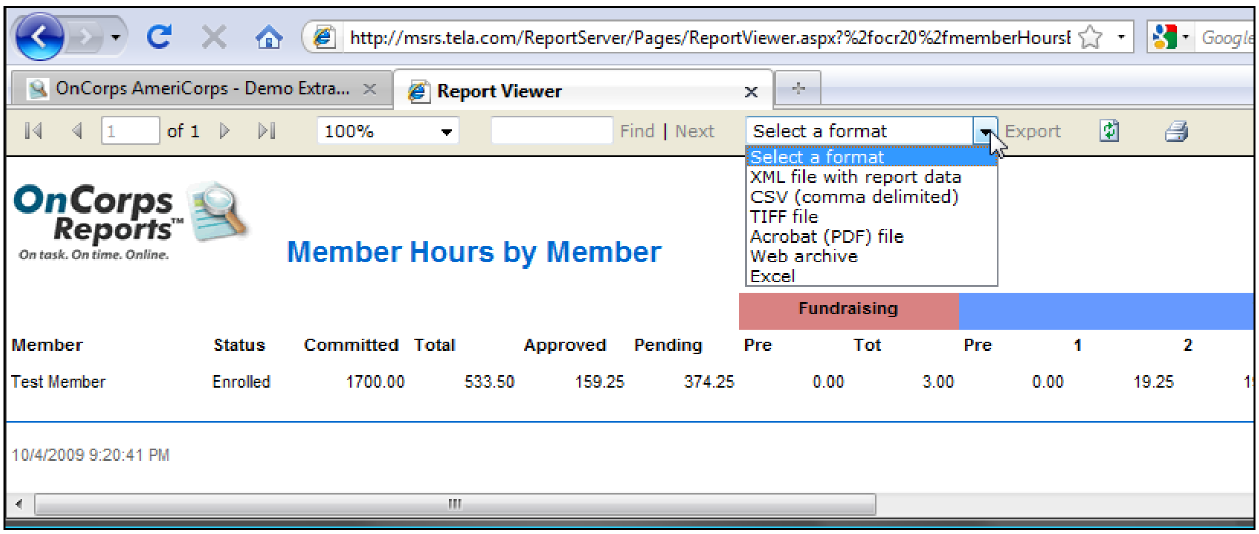
The *Create PDF* button will create a PDF document of the page currently loaded in the browser. You can only create PDF files of pages using this button if you cannot enter data on that page. On pages with forms where you can enter data, you can create a PDF file using the *Save and Print* button on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

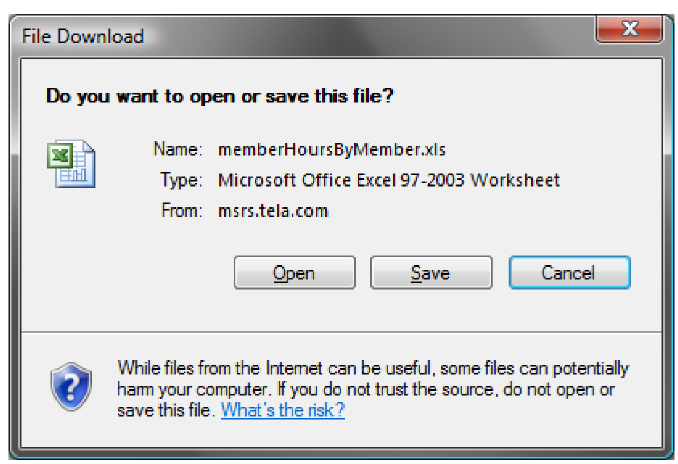
Getting Started > Export Report Data

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.

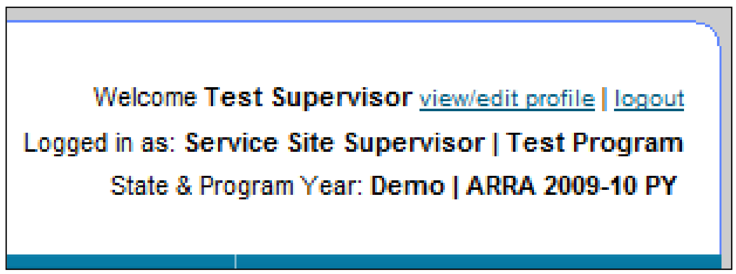
Other Features

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.

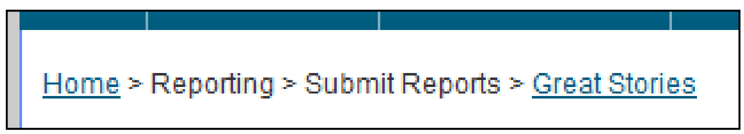
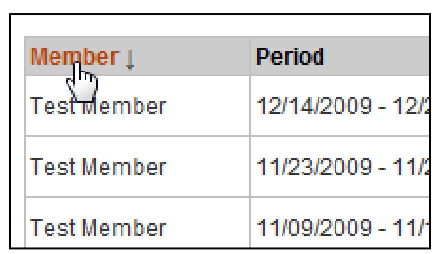


Table Sorting

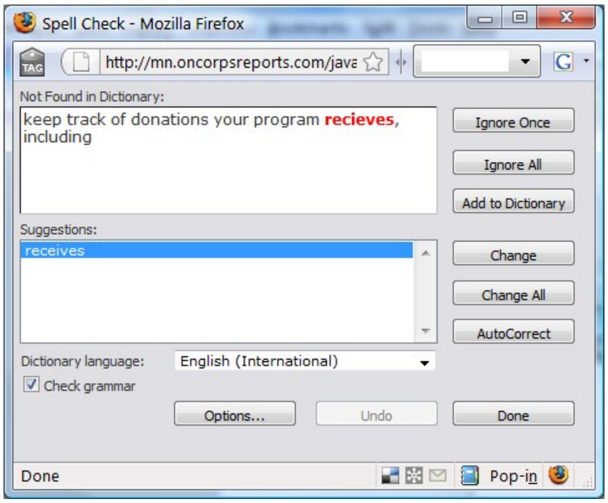
Many of the tables in OnCorps Reports allow you to sort the contents of that table by clicking on the column heading. You can tell if a table has sortable column headings if, when you move your mouse over the column headings, the column headings will turn orange. Click on a sortable column heading once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

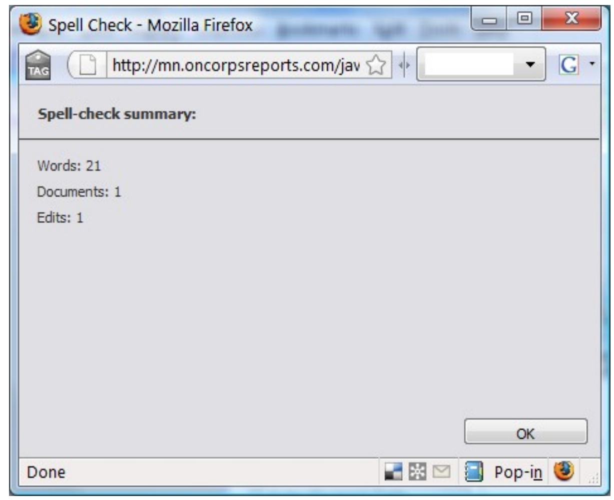


Spell Check and Correcting Strange Characters

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

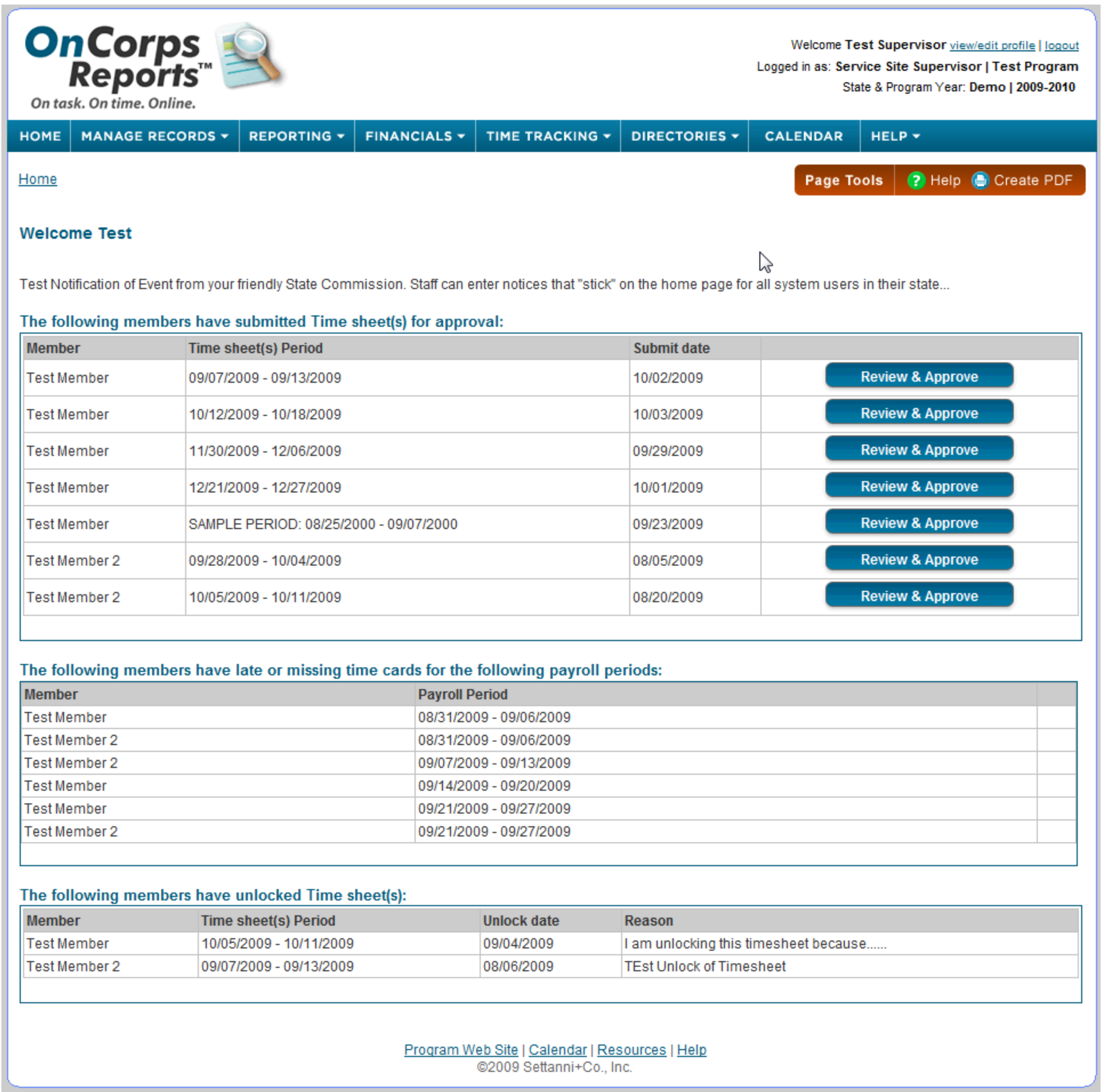
Below is a list of all of the standard reports that appear under each menu section. Your program may have additional custom items that appear in these menus as well. For more details about each report, refer to the page for that report in this manual.

- Home - *The first page you see after you log in. Contains system generated notices of items that may require your attention.*
- Manage Records - *Create and edit records for people and places*
    - Prospective Members
- Reporting – *Manage required program 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
- Financials - *Complete and view financial reports*
    - Submit Reports - *Enter and edit financial reports*
        - In-Kind Other
    - View Reports - *View financial reports you have entered*
        - In-Kind Other
- 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.



OnCorps Reports™
On task. On time. Online.

Welcome **Test Supervisor** view/edit profile | logout
Logged in as: **Service Site Supervisor | Test Program**
State & Program Year: **Demo | 2009-2010**

HOME | MANAGE RECORDS | REPORTING | FINANCIALS | TIME TRACKING | DIRECTORIES | CALENDAR | HELP

Home

Page Tools | Help | Create PDF

Welcome Test

Test Notification of Event from your friendly State Commission. Staff can enter notices that "stick" on the home page for all system users in their state...

The following members have submitted Time sheet(s) for approval:

Member	Time sheet(s) Period	Submit date	
Test Member	09/07/2009 - 09/13/2009	10/02/2009	Review & Approve
Test Member	10/12/2009 - 10/18/2009	10/03/2009	Review & Approve
Test Member	11/30/2009 - 12/06/2009	09/29/2009	Review & Approve
Test Member	12/21/2009 - 12/27/2009	10/01/2009	Review & Approve
Test Member	SAMPLE PERIOD: 08/25/2000 - 09/07/2000	09/23/2009	Review & Approve
Test Member 2	09/28/2009 - 10/04/2009	08/05/2009	Review & Approve
Test Member 2	10/05/2009 - 10/11/2009	08/20/2009	Review & Approve

The following members have late or missing time cards for the following payroll periods:

Member	Payroll Period
Test Member	08/31/2009 - 09/06/2009
Test Member 2	08/31/2009 - 09/06/2009
Test Member 2	09/07/2009 - 09/13/2009
Test Member	09/14/2009 - 09/20/2009
Test Member	09/21/2009 - 09/27/2009
Test Member 2	09/21/2009 - 09/27/2009

The following members have unlocked Time sheet(s):

Member	Time sheet(s) Period	Unlock date	Reason
Test Member	10/05/2009 - 10/11/2009	09/04/2009	I am unlocking this timesheet because......
Test Member 2	09/07/2009 - 09/13/2009	08/06/2009	TEst Unlock of Timesheet

Program Web Site | Calendar | Resources | Help
©2009 Settanni+Co., Inc.

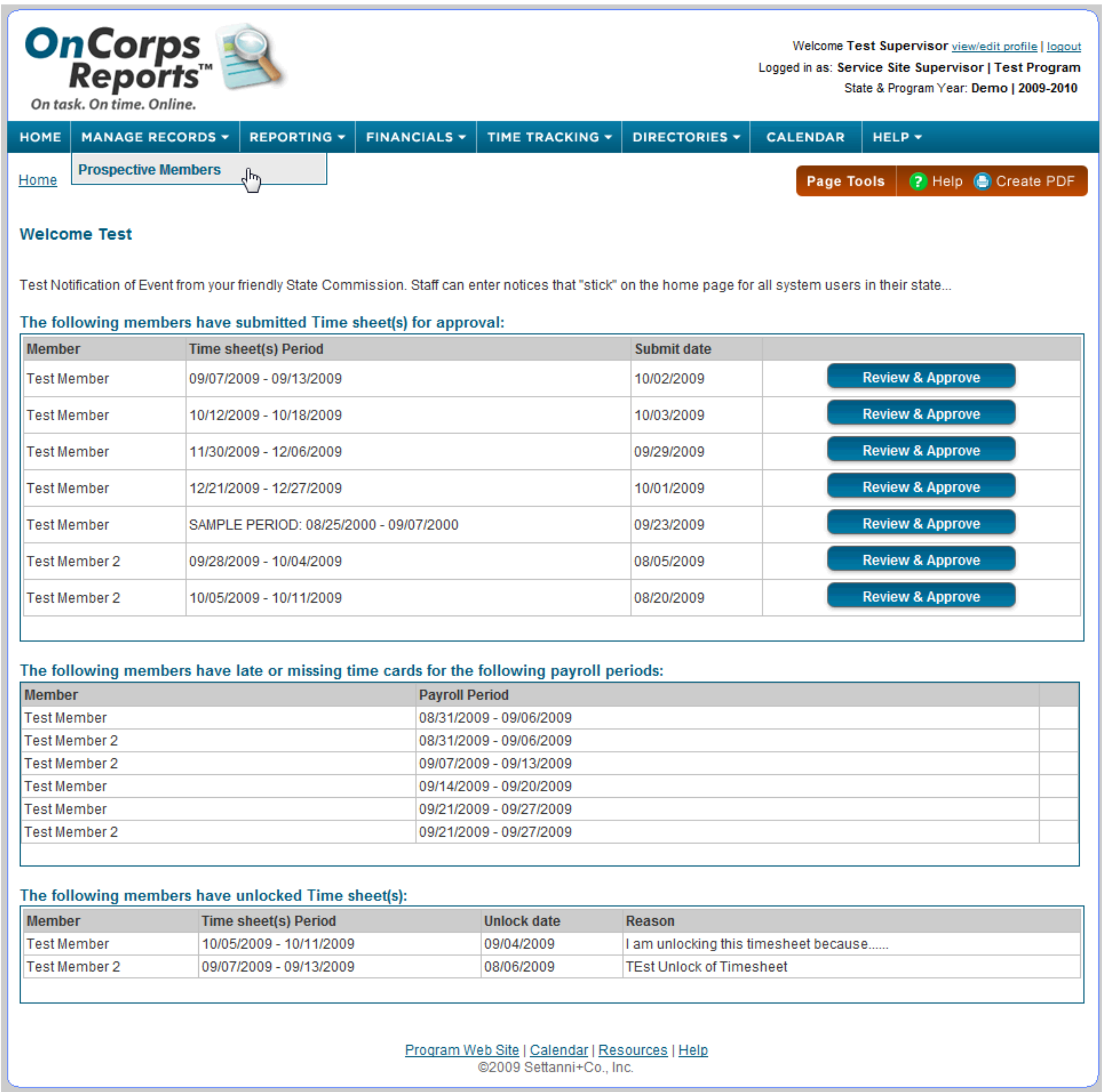
Manage Records

You can create and edit records for people and places under the Manage Records menu.

Site supervisors have the following pages under the Manage Records menu.

[Prospective Members]

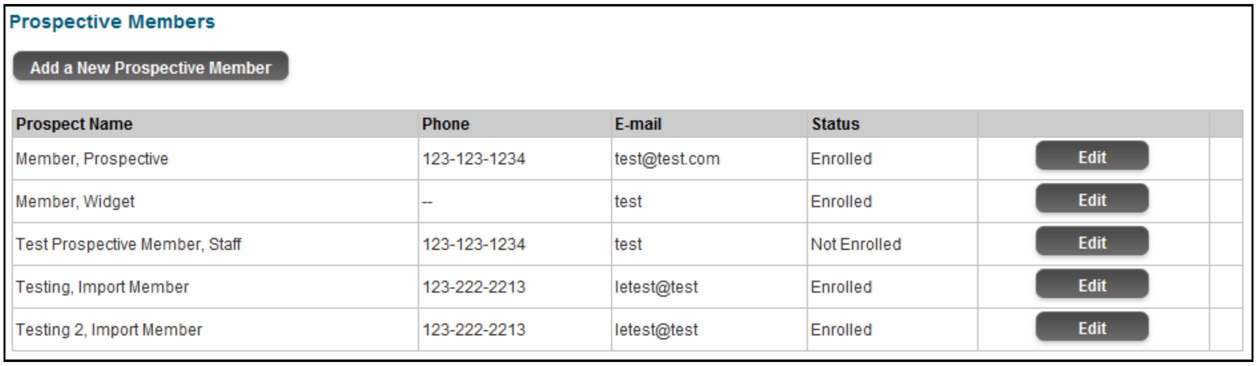
If you have any questions about the pages found under Manage Records, please consult with your program director.



Prospective Members

Manage Records > Prospective Members

Prospective members are people who have contacted you because they may be interested in enrolling in your program. State commission staff, program directors, regional coordinators, and site supervisors can all create prospective member records. To create a new prospective member record, select *Add a New Prospective Member*. Select the *Edit* button next to a prospective member to view or change that record.

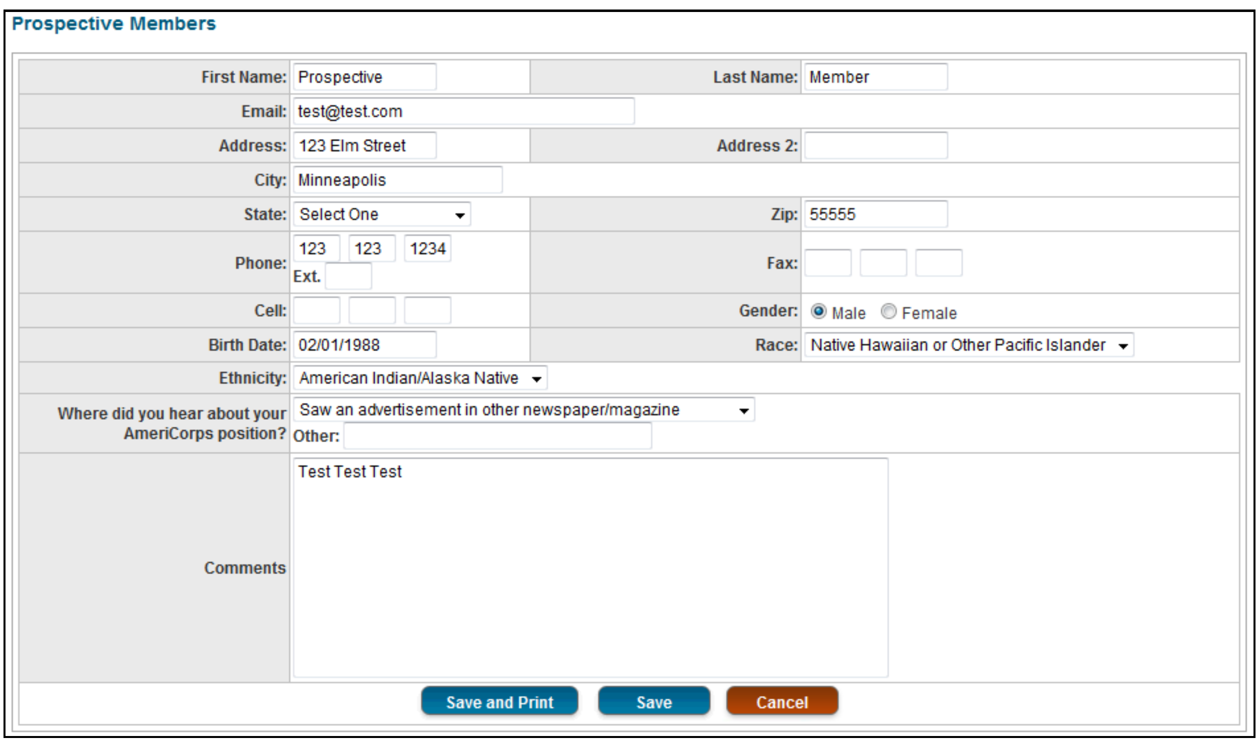


Prospective Members

Add a New Prospective Member

Prospect Name	Phone	E-mail	Status	
Member, Prospective	123-123-1234	test@test.com	Enrolled	Edit
Member, Widget	--	test	Enrolled	Edit
Test Prospective Member, Staff	123-123-1234	test	Not Enrolled	Edit
Testing, Import Member	123-222-2213	letest@test	Enrolled	Edit
Testing 2, Import Member	123-222-2213	letest@test	Enrolled	Edit

The Prospective Member record is an abbreviated Member Profile record form that contains basic contact, demographic and recruitment information. At the bottom of the record is an area for comments about the prospective member. When finished, select *Save* to save the record. Click on the *Save and Print* button if you would like to create a PDF of the record in addition to saving it.



Prospective Members

First Name:	Prospective	Last Name:	Member
Email:	test@test.com		
Address:	123 Elm Street	Address 2:	
City:	Minneapolis		
State:	Select One	Zip:	55555
Phone:	123 123 1234 Ext.	Fax:	
Cell:		Gender:	Male Female
Birth Date:	02/01/1988	Race:	Native Hawaiian or Other Pacific Islander
Ethnicity:	American Indian/Alaska Native		
Where did you hear about your AmeriCorps position?	Saw an advertisement in other newspaper/magazine Other:		
Comments	Test Test Test		

Save and Print | Save | Cancel

Reporting

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

The standard reports in OnCorps Reports for site supervisors include:

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

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 program director.

Submit Reports

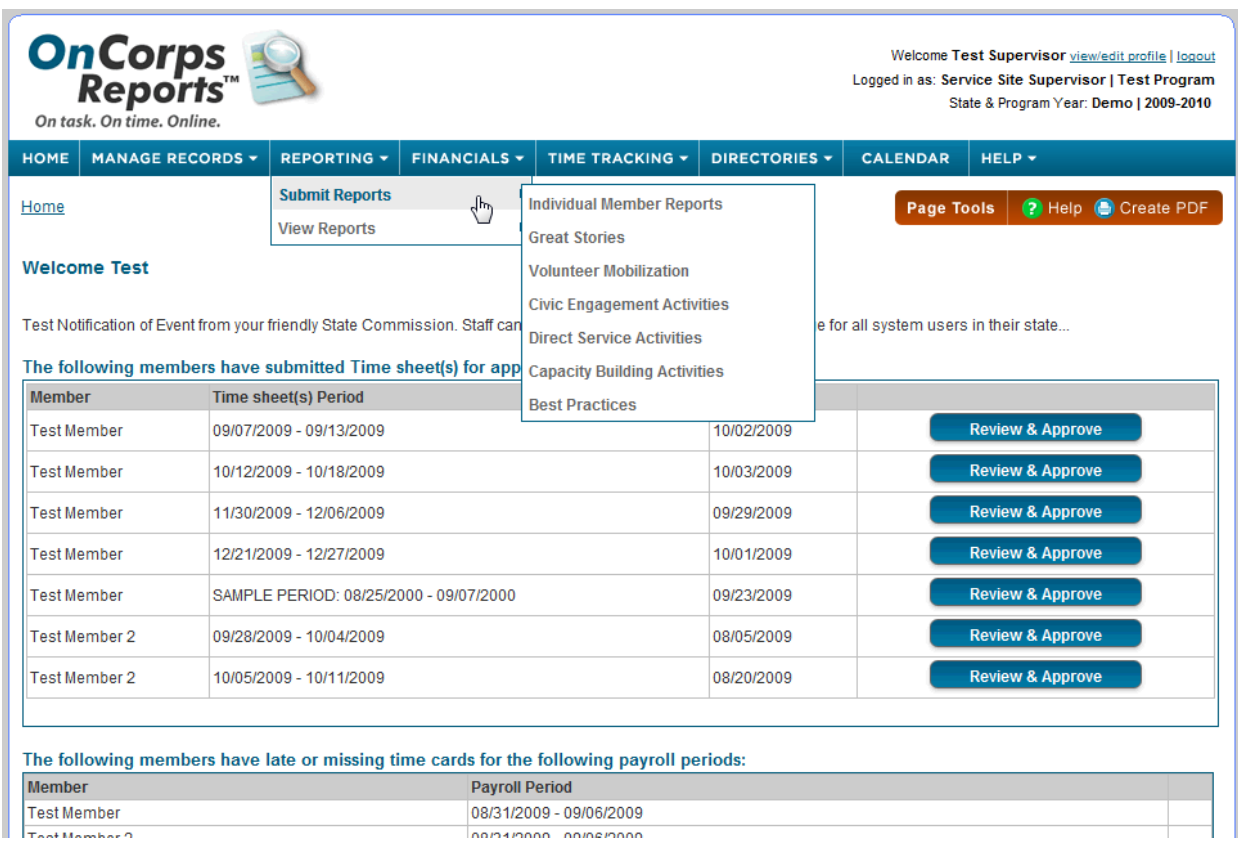
Reporting > Submit Reports

Depending on how your program is structured, you may be asked to submit periodic progress reports in several areas. 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:

- Individual Member Reports
- Great Stories
- Volunteer Mobilization
- Civic Engagement Activities
- Direct Service Activities
- Capacity Building Activities
- Best Practices

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



Individual Member Reports

Reporting > Submit Reports > Individual Member Reports

The Individual Member Reports section allows site supervisors to submit reports in their member's name so that it looks like the member entered the data in reports. The Individual Member Reports also is where site supervisors are redirected to from pages in the Time Tracking > Member Service Hours menu to approve their member's submitted time sheets. We recommend that site supervisors use the pages found under Time Tracking > Member Service Hours to manage their member's timesheets, even though it can be done from Individual Member Reports, because the pages under Time Tracking are much simpler to use.

To access each member's reports, click on the *Reports* button for that member.

Individual Member Reports

Member Name	Site	Status	Phone	E-Mail	
Test Member	Test Service Site	Enrolled	123-123-1234	none	Reports
Test Member 2	Test Service Site	Enrolled	123-132-1314	test	Reports
Test Member 3	Test Service Site	Enrolled	123-123-1231	test	Reports

After you have selected a Individual Member Reports you will see a screen with the member's name in the upper left corner, the member's service site in the upper right corner, a horizontal line, and a list of reports in gray text. To open any of the reports for the selected member, click on the report name.

Members

Test Member (6000) — Test Service Site

Civic Engagement Activities • Great Stories • Reflection Logs • Volunteer Mobilization • Direct Service Activities • Capacity Building Activities • Member Service Hours • Time Sheets • Approve/Review Member Time Sheets •

Individual Member Reports: Great Stories

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

Members

Test Member (6000) — Test Service Site

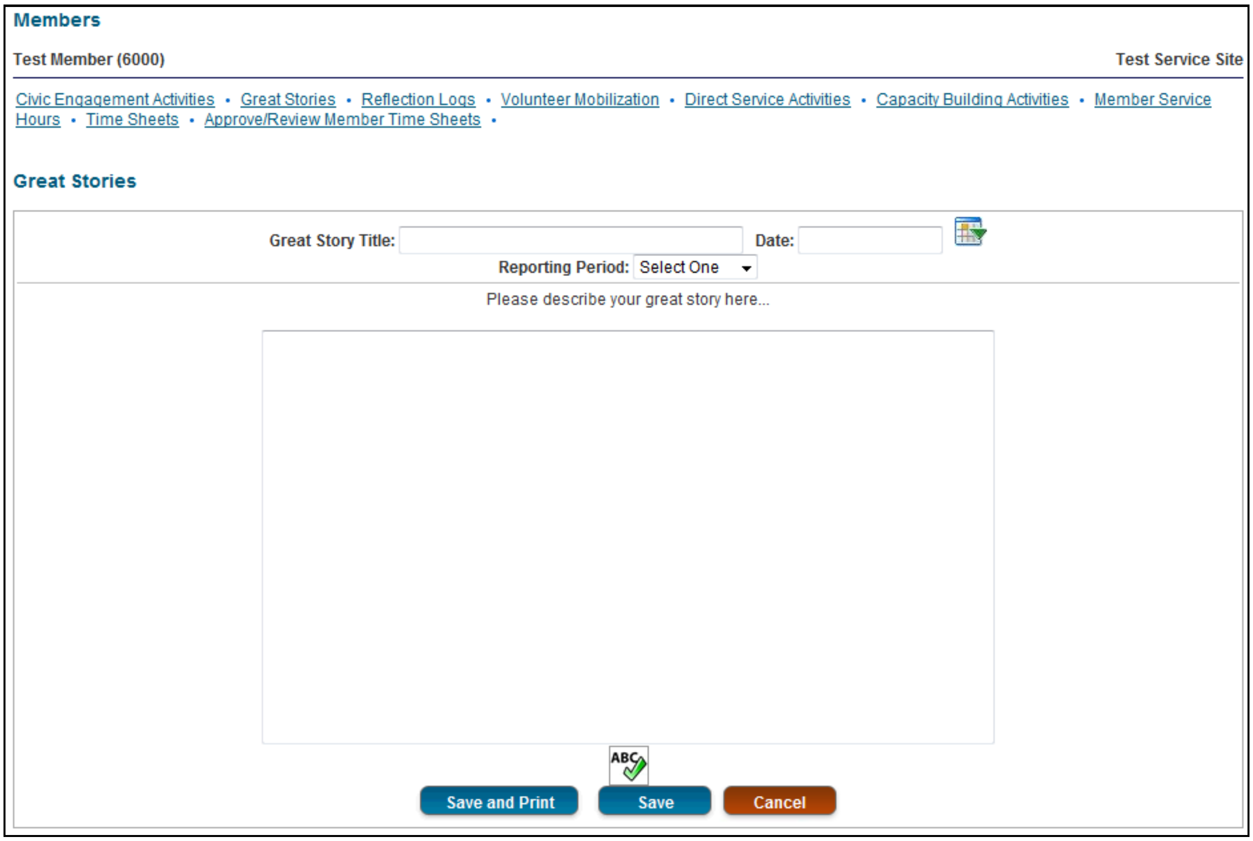
Civic Engagement Activities • Great Stories • Reflection Logs • Volunteer Mobilization • Direct Service Activities • Capacity Building Activities • Member Service Hours • Time Sheets • Approve/Review Member Time Sheets •

Great Stories

Add a New Great Story

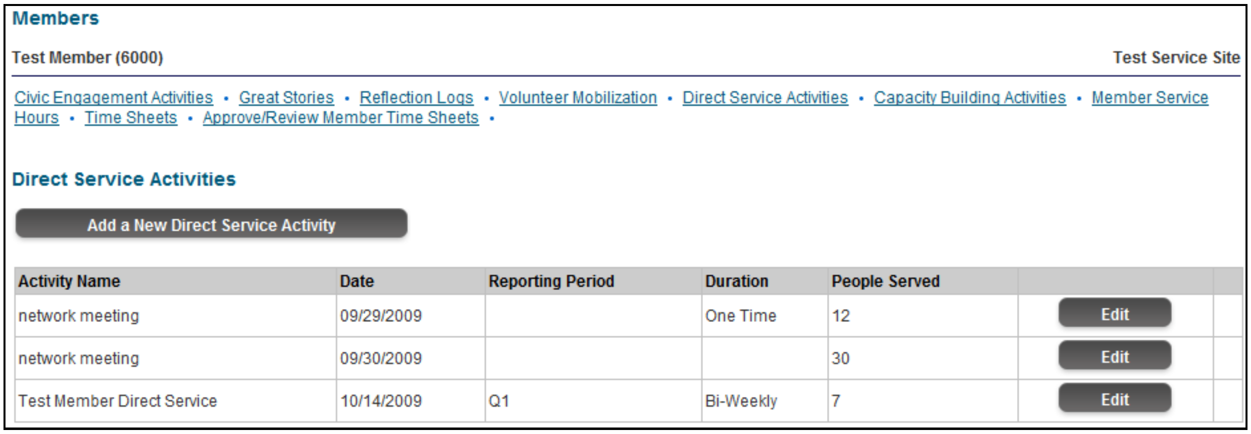
Story Name	Date	Reporting Period	Promoted Story?	
Test Member Great Story	10/02/2009	Q1	Yes	Edit

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 great story. 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.

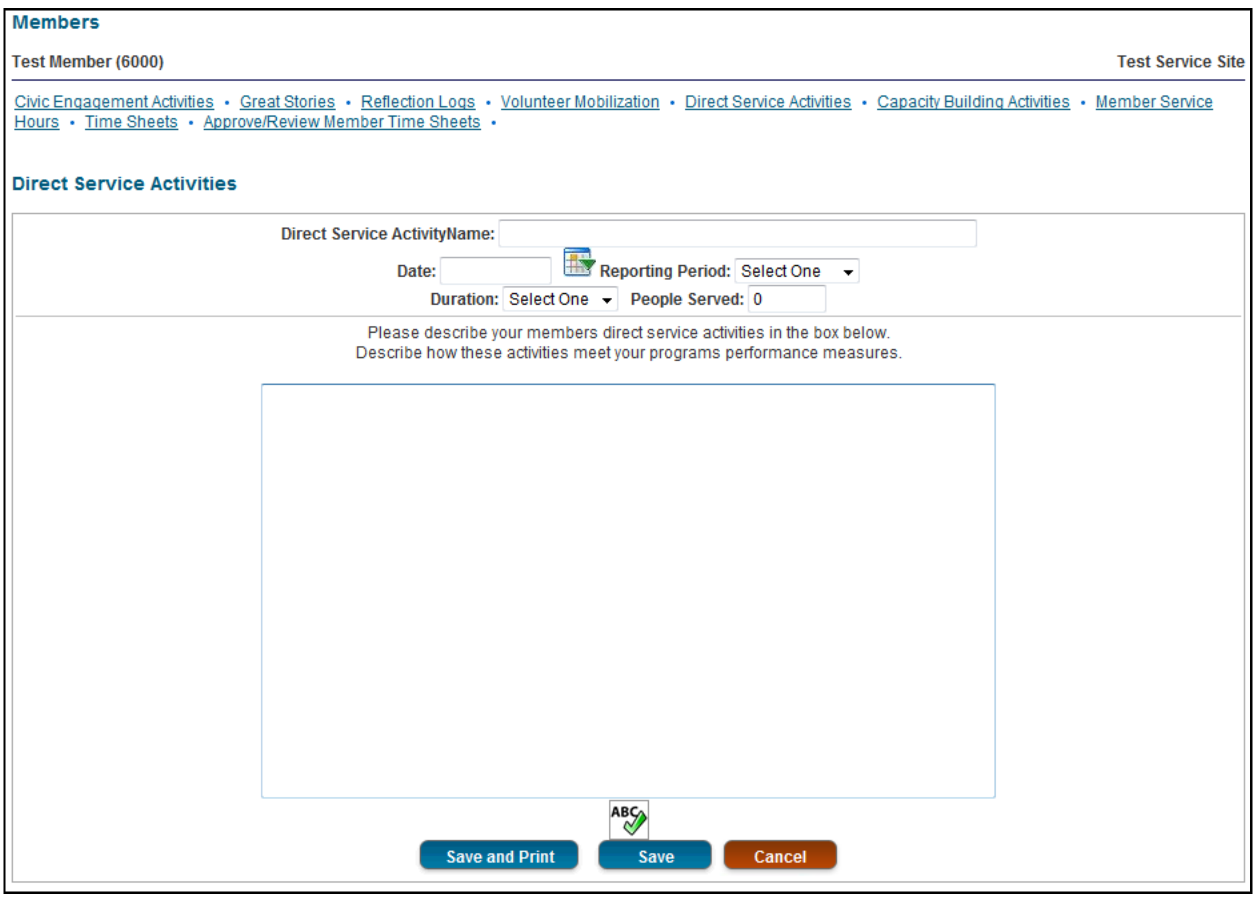


Individual Member Reports: Direct Service Activities

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

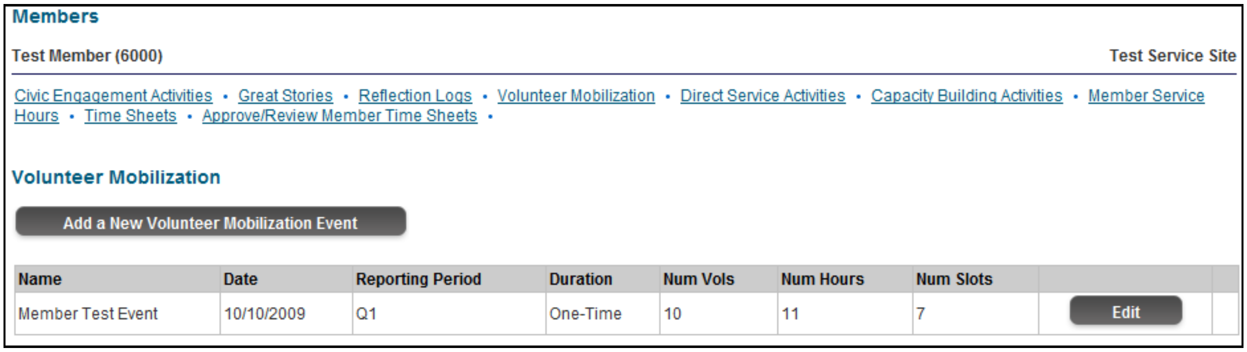


Enter the name of the direct service activity, the date and the reporting period for the activity, the duration of the activity (Monthly, Bi-Weekly, Weekly, One Time), the number of people served, and the description of the activity in the appropriate fields. Spell check the description of your direct 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.

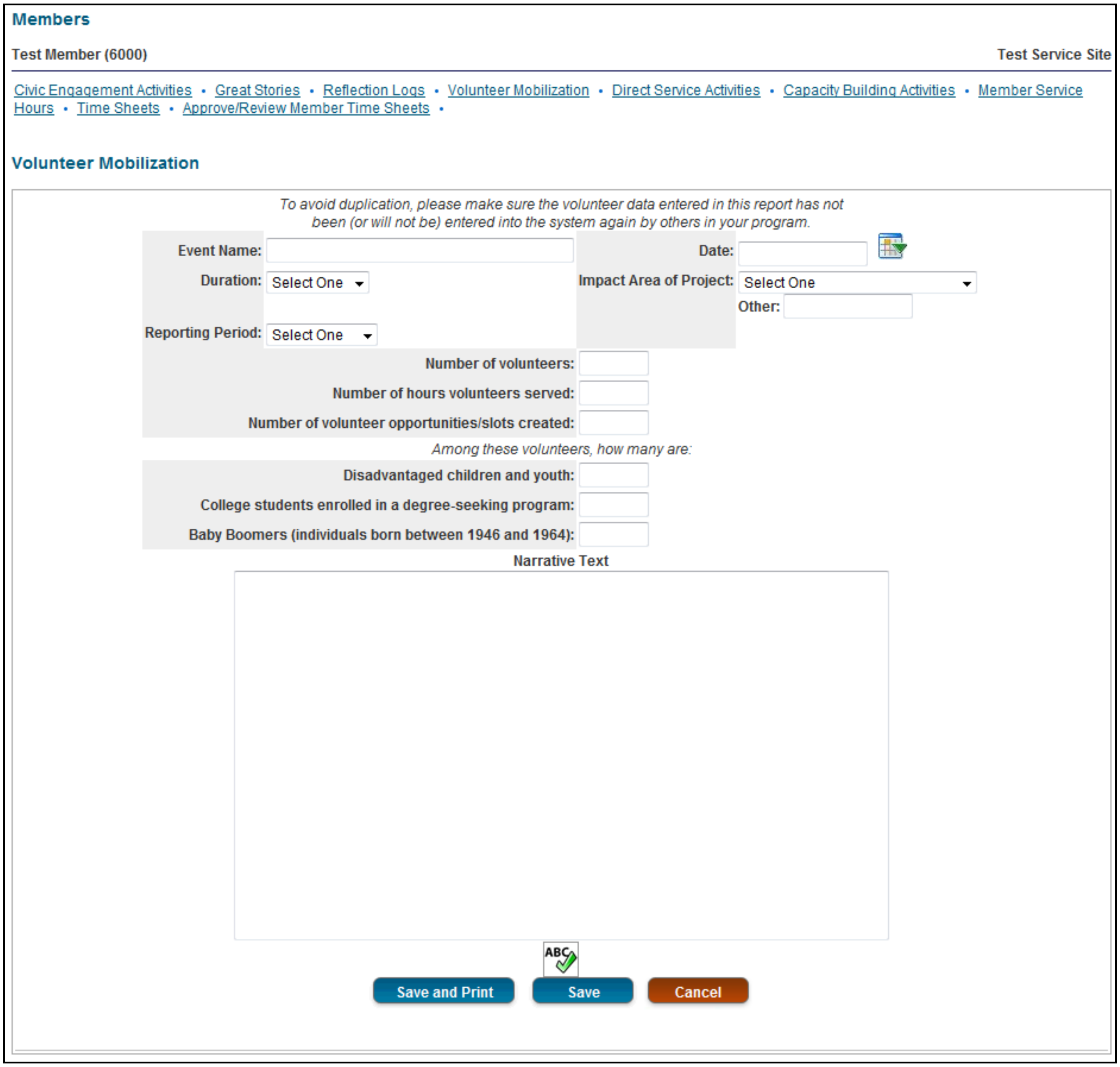


Individual Member Reports: Volunteer Mobilization

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

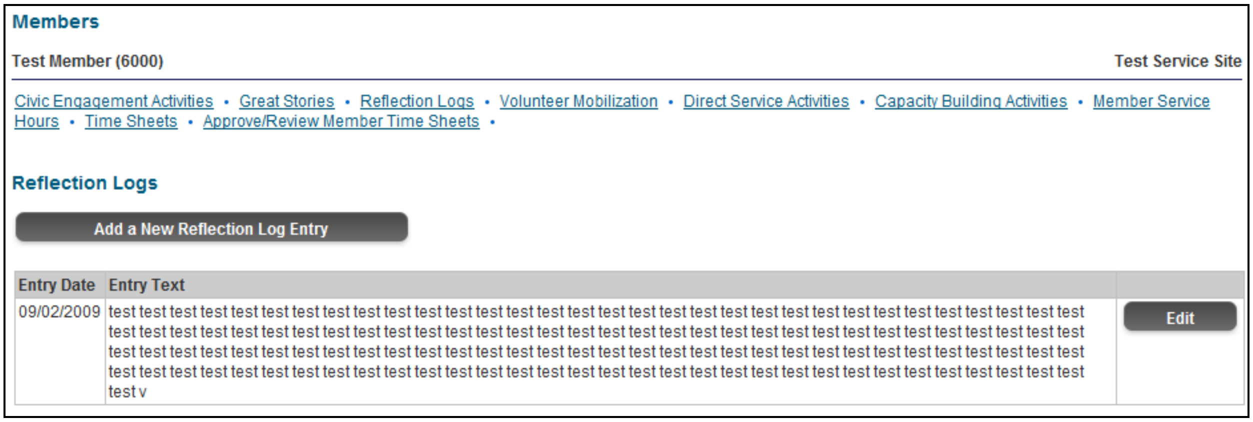


Enter the event name, the date of the event, the reporting period, the duration of the event, the number volunteers, the number of volunteer hours served, the number of volunteer opportunities created, and any other information required by your program. To avoid double counting volunteers and volunteer 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.

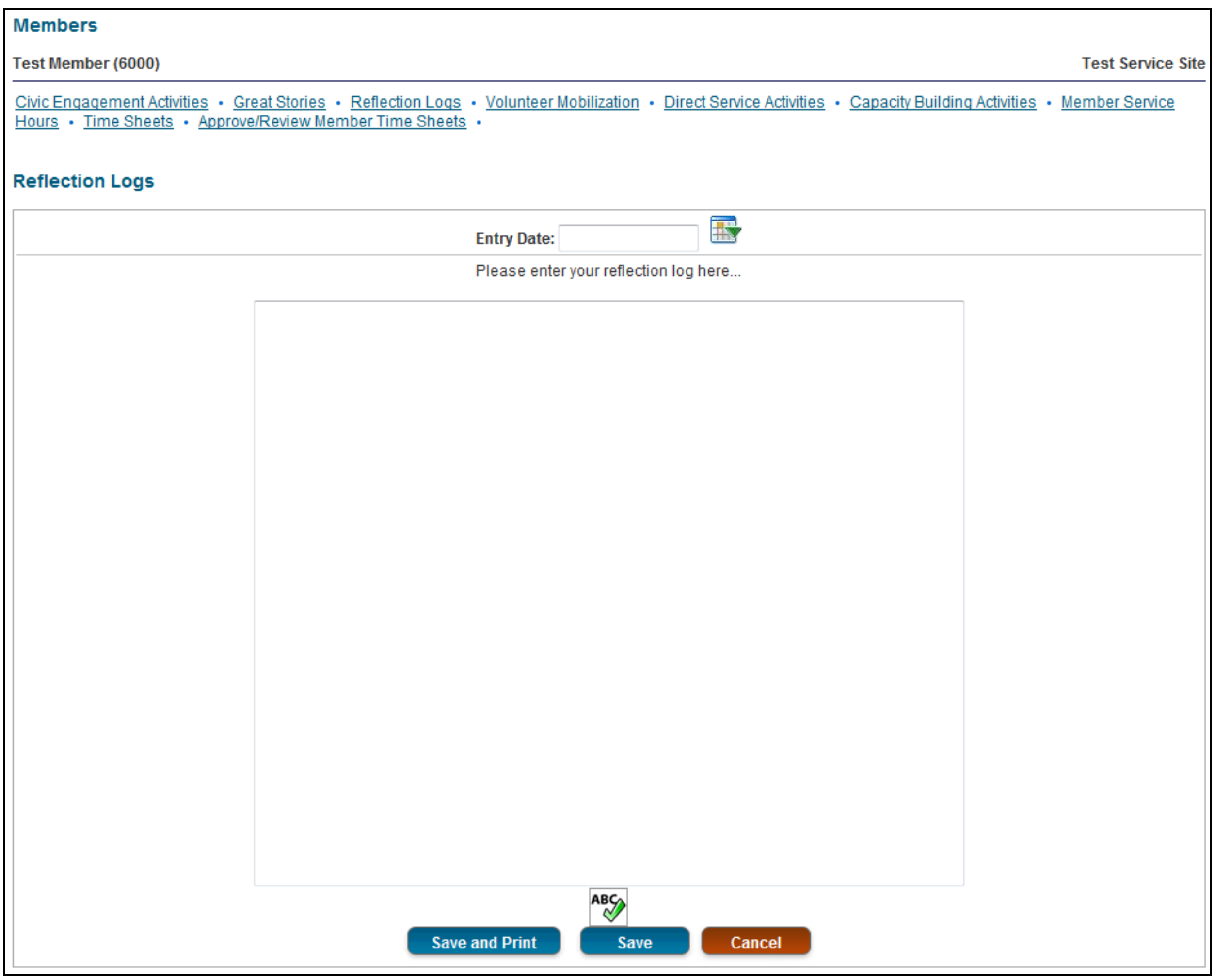


Individual Member Reports: Reflection Logs

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

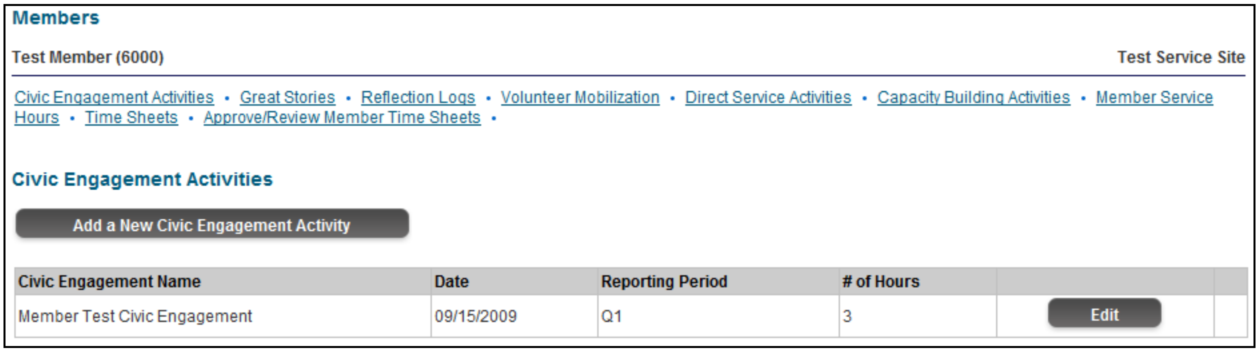


To fill out a reflection log, enter the date in the *Entry Date* field and your reflection in the text field provided. Spell check your reflection log using the *ABC* button at the bottom of the text field. When finished, select *Save* to save the report. Click on the *Save and Print* button if you would 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.

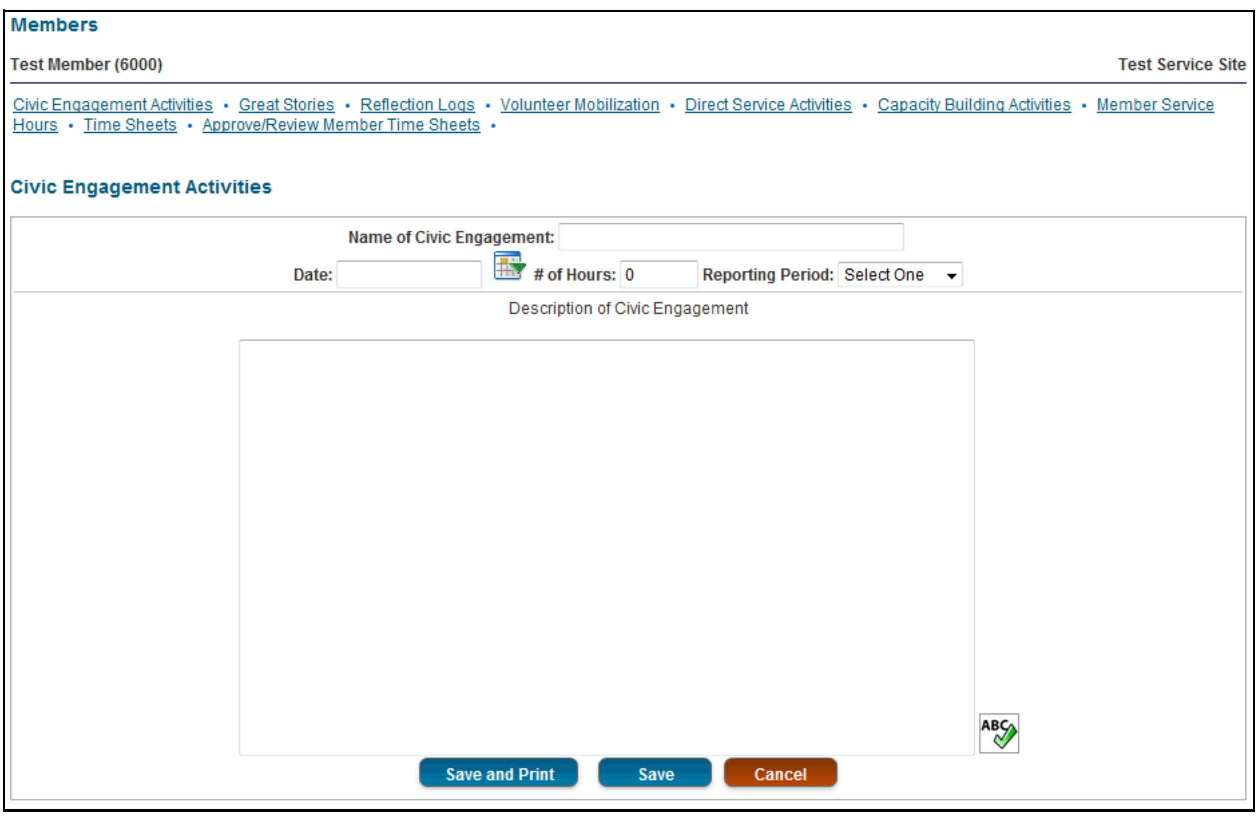


Individual Member Reports: Civic Engagement Activities

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

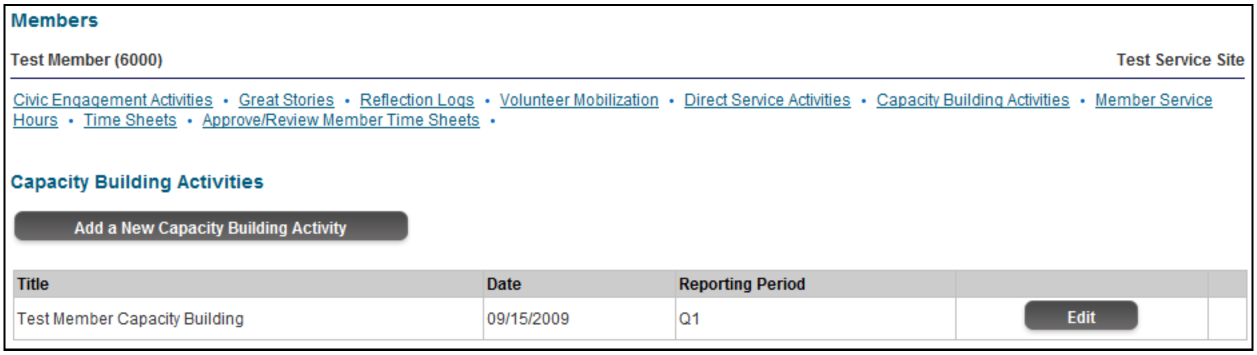


Enter the name of the civic engagement activity, the date the activity took place, the number of hours the activity lasted, the reporting period in which the activity took place, and a description of the civic engagement activity in the form. Spell check the description of your civic engagement activity 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.

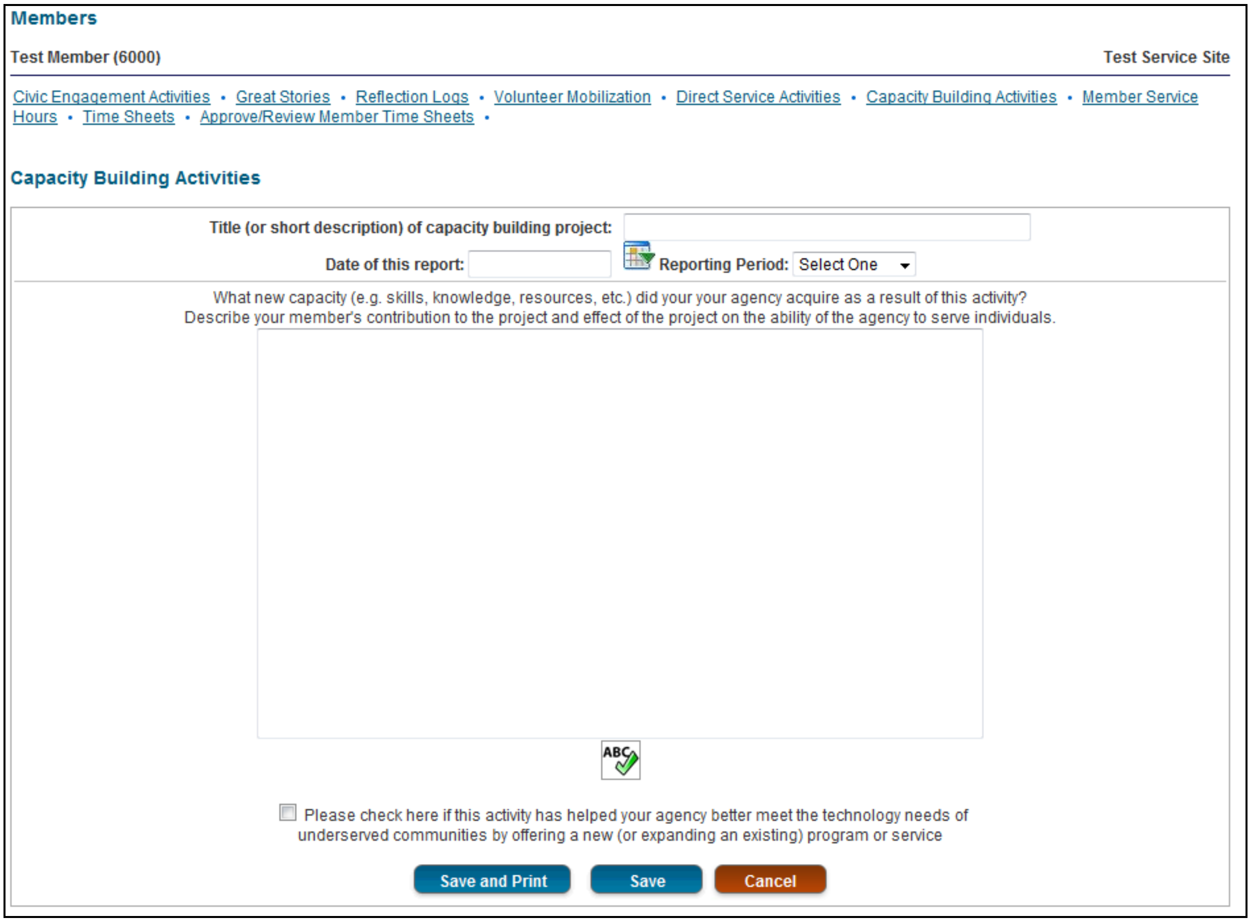


Individual Member Reports: Capacity Building Activities

To create a new capacity building activity report for a member, click the *Add a New Capacity Building Activity* button. To edit an existing report, including checking the box that confirms the member's activities improved the capacity of your organization, click that report's *Edit* button.

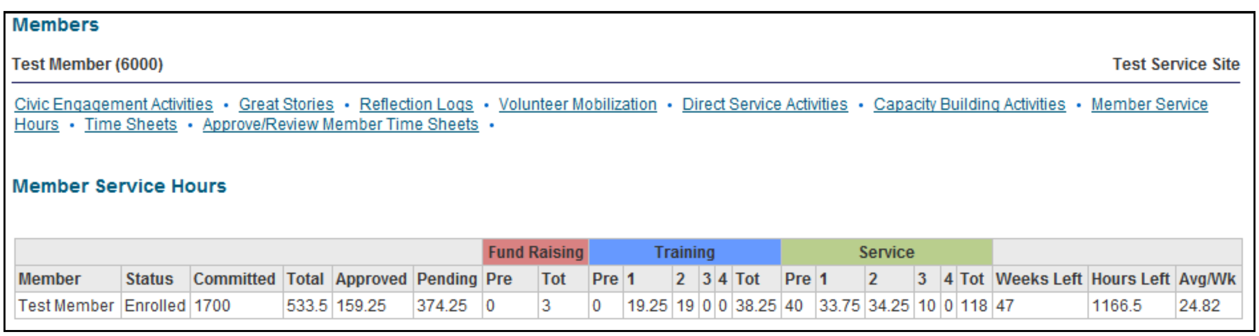


Fill in the title for the capacity building activity, the date of the report, the reporting period, and the description of the capacity building activity. Spell check the description of your capacity building activity using the *ABC* button at the bottom of the text field. If required, the site supervisor should check box at the bottom of the report if the activity increased the service capacity of the site. 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.



Individual Member Reports: Member Service Hours

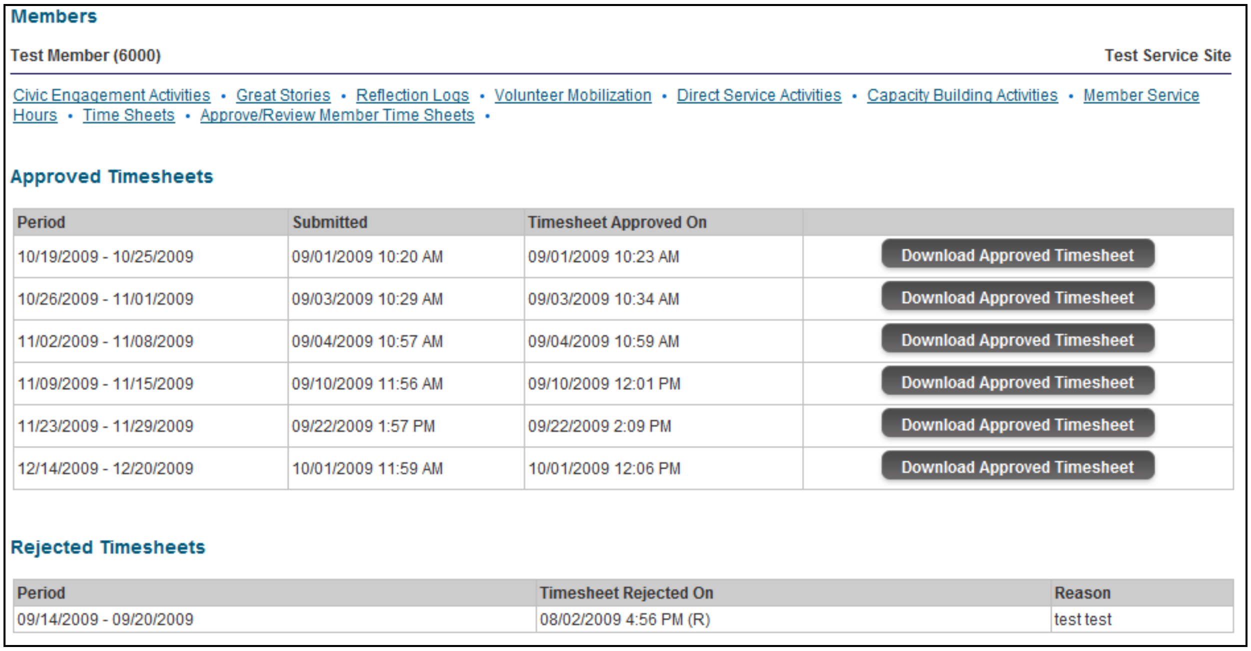
Clicking on the *Member Service Hours* link will open the Member Service Hours table which provides details about that Member's service hours, including their total hours and how many average hours per week they should work to complete their service.



						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

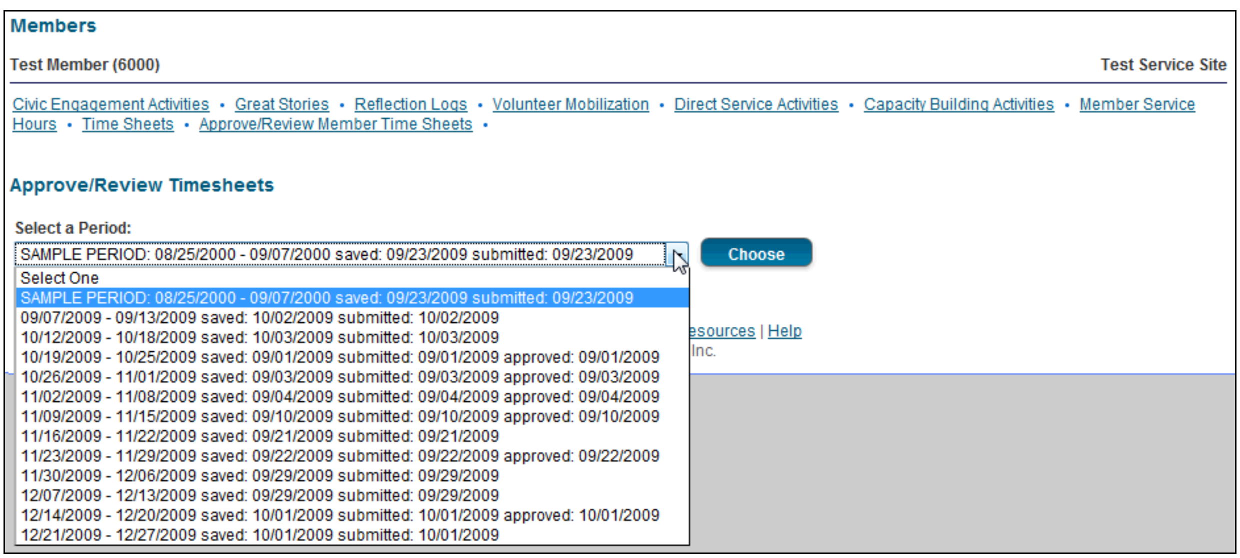
Individual Member Reports: Time Sheets

Clicking on the *Timesheets* link will open tables showing all of the member's approved, submitted, and rejected timesheets. You can down load an approved member's timesheet for by clicking on the *Download Approved Timesheet* button.

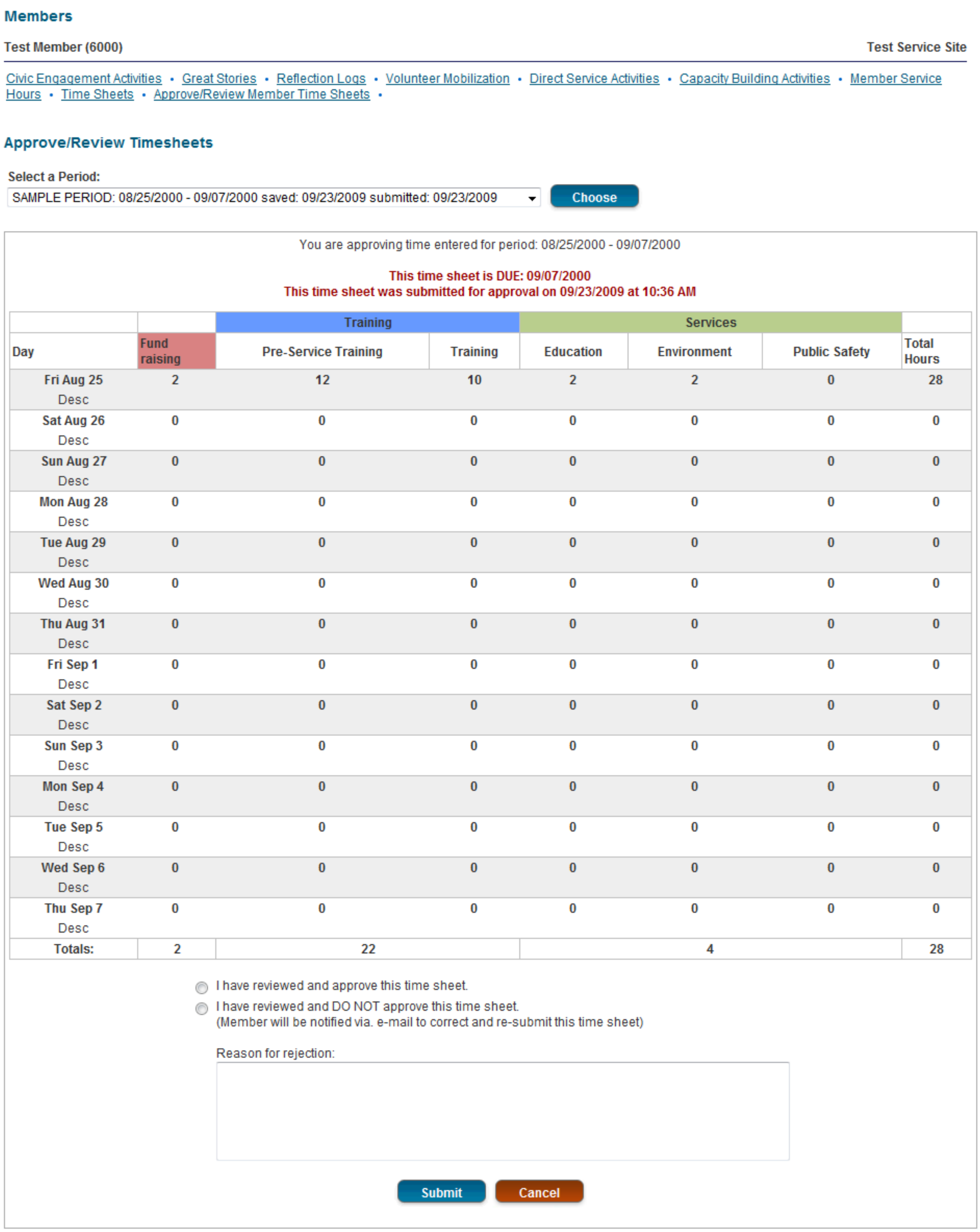


Individual Member Reports: Approve/Review Member Timesheets

You can view access all of the member's submitted and approved timesheets using the *Select a Period* drop down menu, which will also list the date the timesheet was saved, submitted, and approved. You can access submitted timesheets to review and approve or reject them.



If you reject a timesheet, be sure to put the reason why the timesheet is being rejected in the space provided so the member knows what they need to change. Rejecting a timesheet will send and e-mail to the member, place a notice on their Home page, and allow the member to modify the timesheet and resubmit it for approval. Supervisors can also reject timesheets that have already been approved, just open the timesheet up, scroll to the bottom of the page and choose the reject option. For more detailed information about the timesheet process, refer to the Time Tracking page in this tutorial.



Members

Test Member (6000) Test Service Site

Civic Engagement Activities • Great Stories • Reflection Logs • Volunteer Mobilization • Direct Service Activities • Capacity Building Activities • Member Service Hours • Time Sheets • Approve/Review Member Time Sheets •

Approve/Review Timesheets

Select a Period:
SAMPLE PERIOD: 08/25/2000 - 09/07/2000 saved: 09/23/2009 submitted: 09/23/2009 [Choose]

You are approving time entered for period: 08/25/2000 - 09/07/2000

This time sheet is DUE: 09/07/2000
This time sheet was submitted for approval on 09/23/2009 at 10:36 AM

		Training		Services			
Day	Fund raising	Pre-Service Training	Training	Education	Environment	Public Safety	Total Hours
Fri Aug 25 Desc	2	12	10	2	2	0	28
Sat Aug 26 Desc	0	0	0	0	0	0	0
Sun Aug 27 Desc	0	0	0	0	0	0	0
Mon Aug 28 Desc	0	0	0	0	0	0	0
Tue Aug 29 Desc	0	0	0	0	0	0	0
Wed Aug 30 Desc	0	0	0	0	0	0	0
Thu Aug 31 Desc	0	0	0	0	0	0	0
Fri Sep 1 Desc	0	0	0	0	0	0	0
Sat Sep 2 Desc	0	0	0	0	0	0	0
Sun Sep 3 Desc	0	0	0	0	0	0	0
Mon Sep 4 Desc	0	0	0	0	0	0	0
Tue Sep 5 Desc	0	0	0	0	0	0	0
Wed Sep 6 Desc	0	0	0	0	0	0	0
Thu Sep 7 Desc	0	0	0	0	0	0	0
Totals:	2	22		4			28

- I have reviewed and approve this time sheet.
- I have reviewed and DO NOT approve this time sheet.
(Member will be notified via. e-mail to correct and re-submit this time sheet)

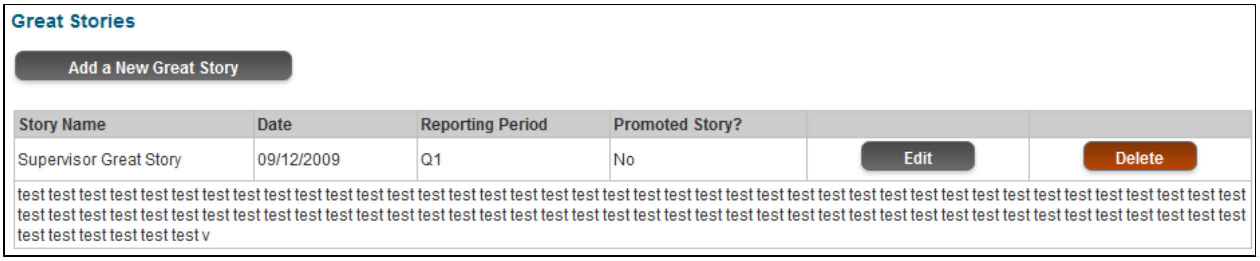
Reason for rejection:

[Submit] [Cancel]

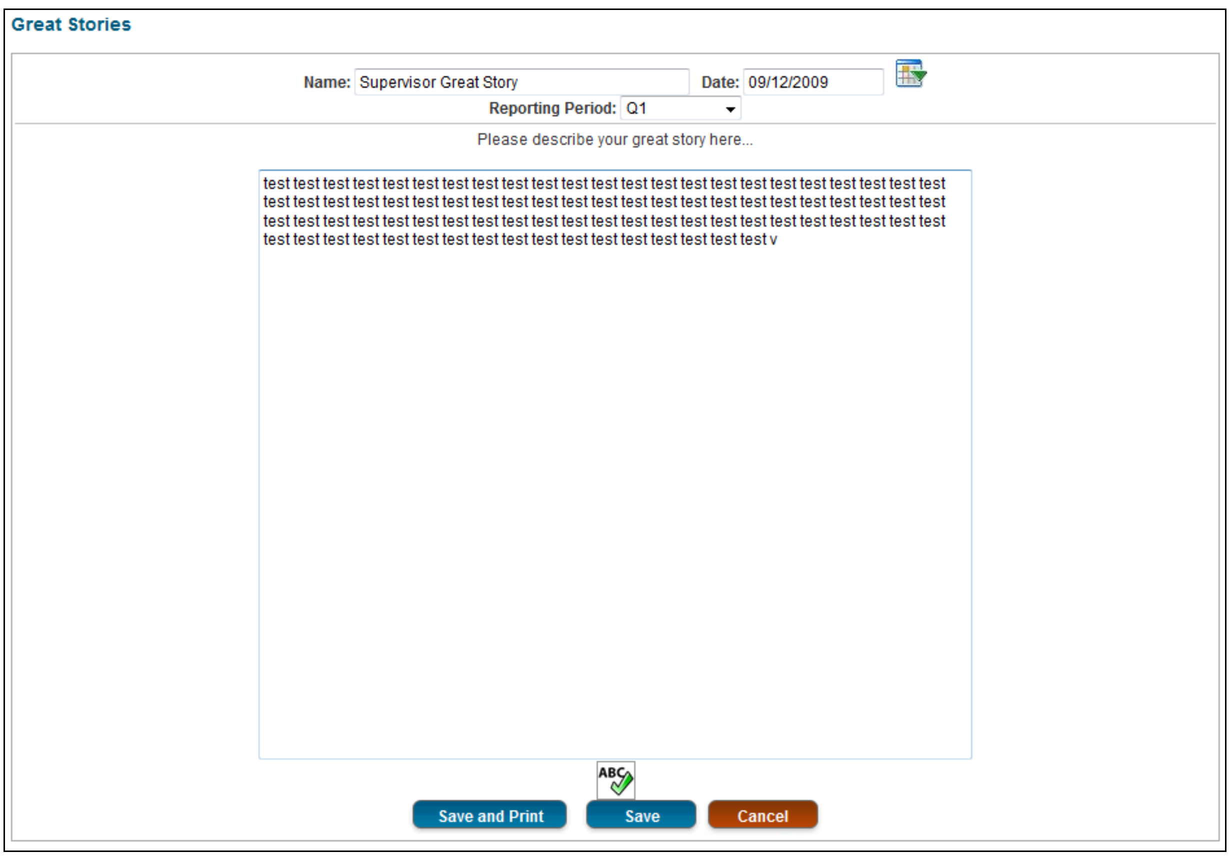
Great Stories

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. Great stories entered here will display as stories entered by a supervisor level user.



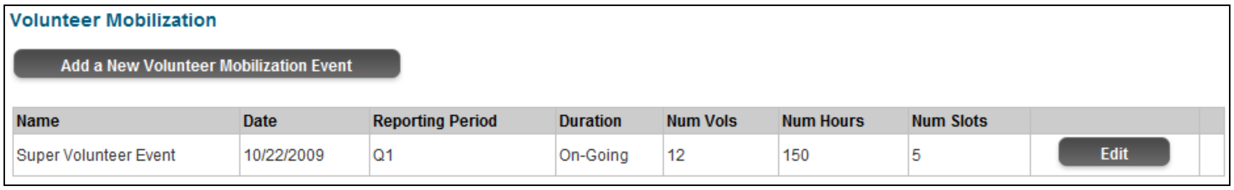
Type a name for your great story, enter a date for the story, select a reporting period, and then type your story into the provided text field. Spell check your story using the *ABC* button at the bottom of the text field. Contact your program director with any questions about what to include in this report. When finished, select *Save* to save the great story. 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.



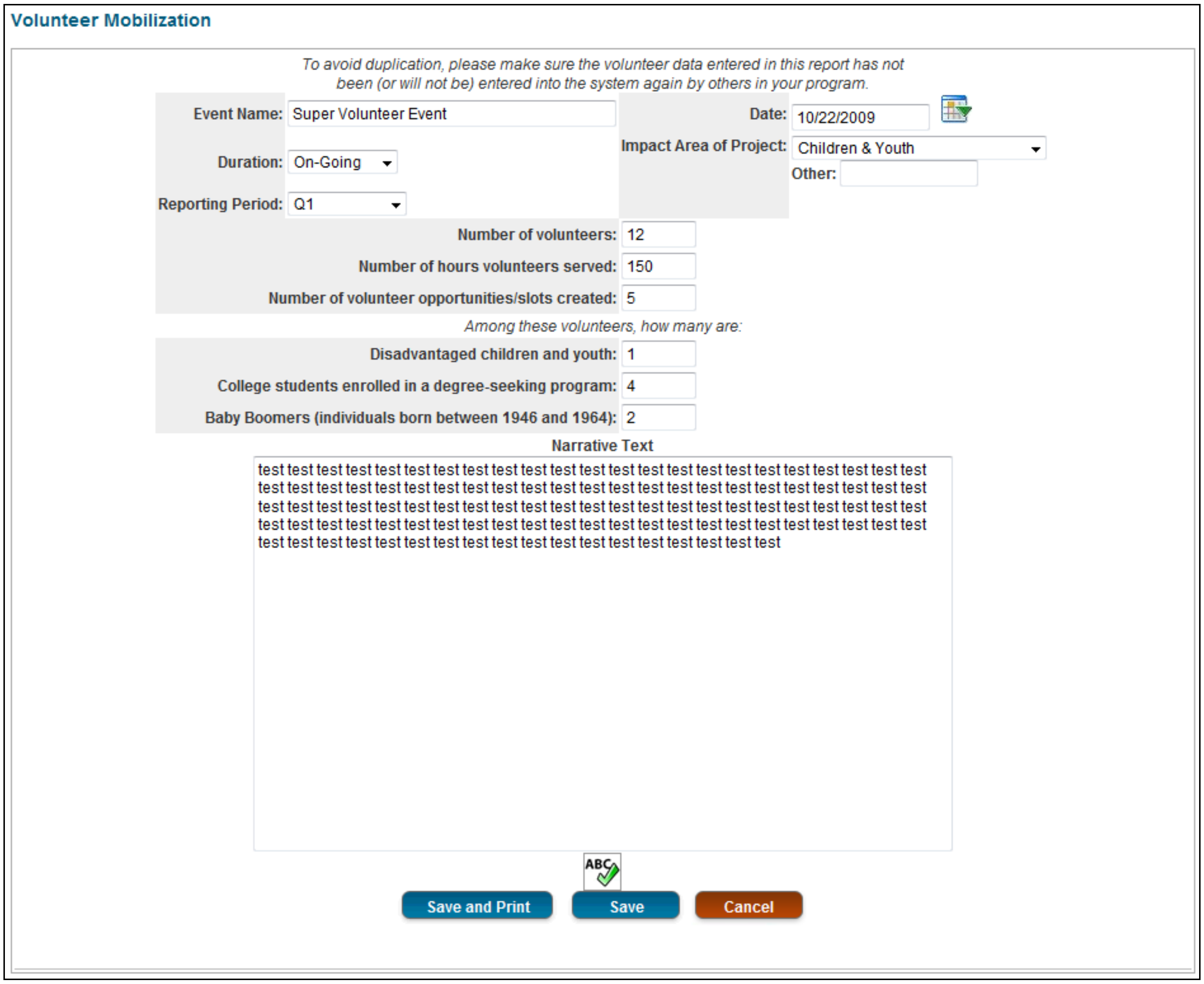
Volunteer Mobilization

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.



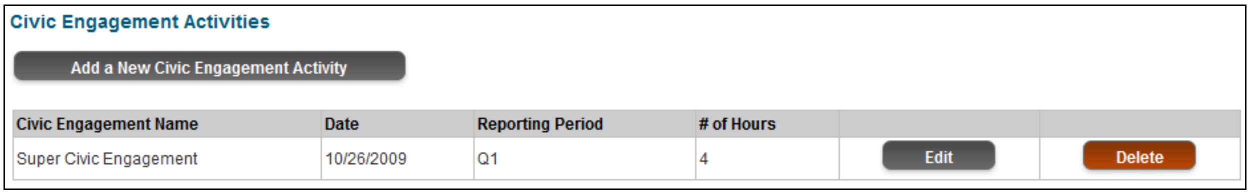
Enter the event name, the date of the event, the reporting period, the duration of the event, the number volunteers, the number of volunteer hours served, the number of volunteer opportunities created, and any other information required by your program. To avoid double counting volunteers and volunteer 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: Super Volunteer Event
Date: 10/22/2009
Impact Area of Project: Children & Youth
Other:
Duration: On-Going
Reporting Period: Q1
Number of volunteers: 12
Number of hours volunteers served: 150
Number of volunteer opportunities/slots created: 5
Among these volunteers, how many are:
Disadvantaged children and youth: 1
College students enrolled in a degree-seeking program: 4
Baby Boomers (individuals born between 1946 and 1964): 2
Narrative Text
test test
ABC
Save and Print
Save
Cancel

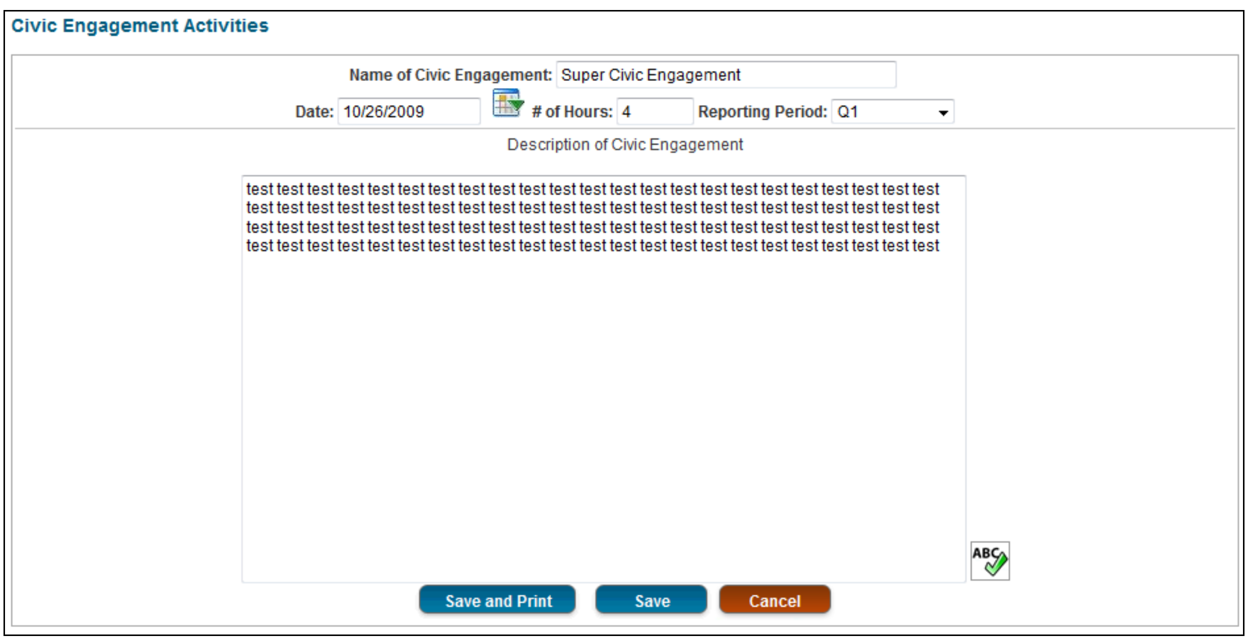
Civic Engagement Activities

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.



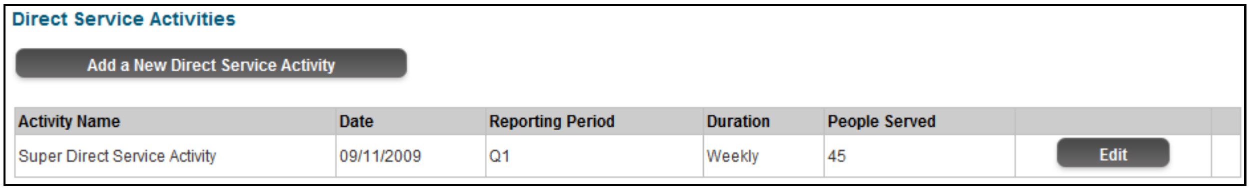
Enter the name of the civic engagement activity, the date the activity took place, the number of hours the activity lasted, the reporting period in which the activity took place, and a description of the civic engagement activity in the form. Spell check the description of your civic engagement activity 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.



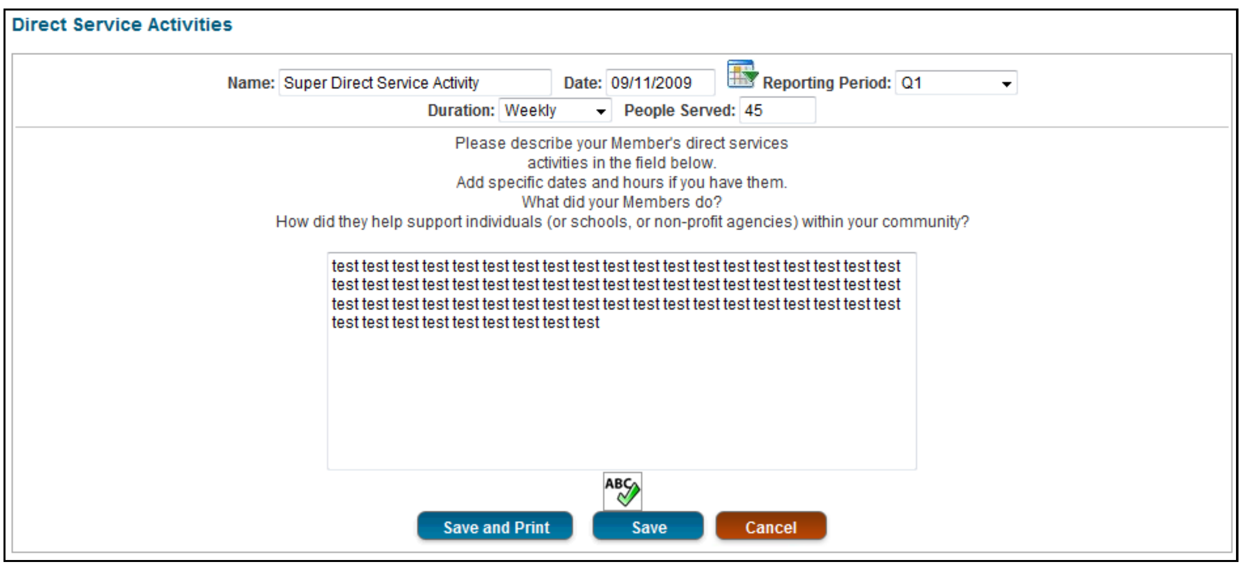
Direct Service Activities

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.



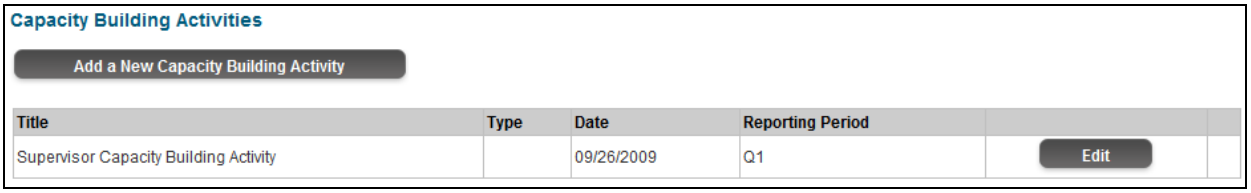
Enter the name of the direct service activity, the date and the reporting period for the activity, the duration of the activity (Monthly, Bi-Weekly, Weekly, One Time), the number of people served, and the description of the activity in the appropriate fields. Spell check the description of your direct 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.



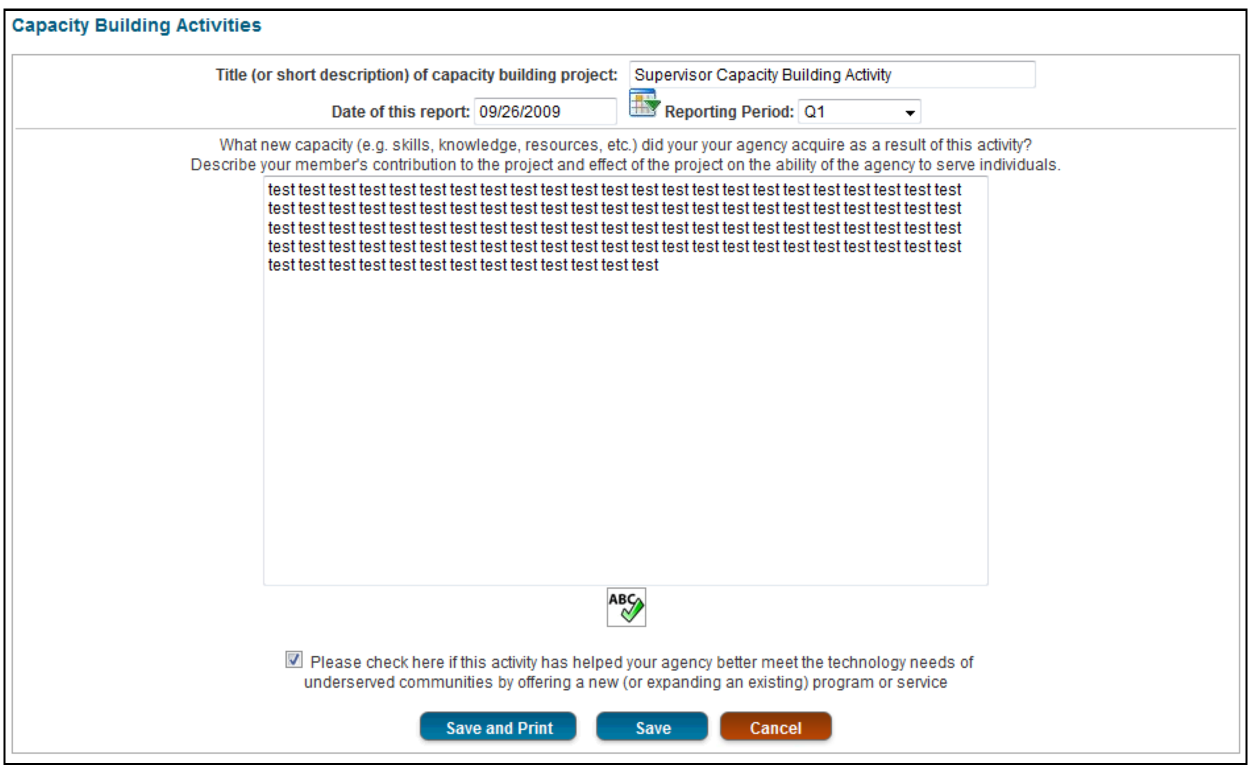
Capacity Building Activities

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 site supervisor should check box at the bottom of the report if the activity increased the service capacity of the site. 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.

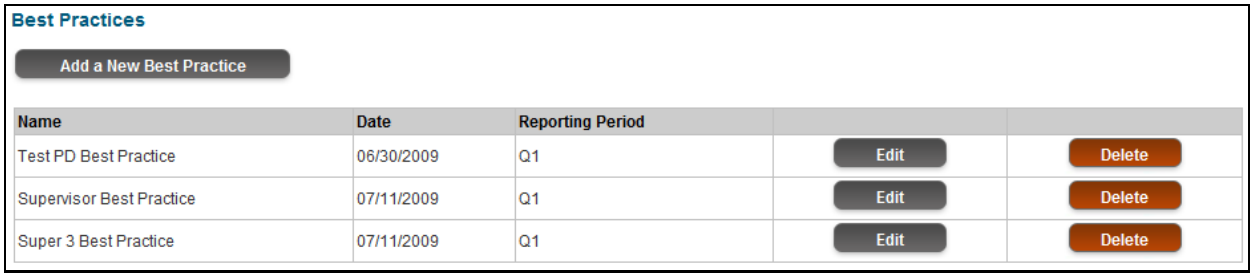


Best Practices

Reporting > Submit Reports > Best Practices

Best Practices are a tool to share information between Program Directors, Regional Coordinators, and Site Supervisors. These are not a required report, but this may be a useful way to communicate good ideas within your program.

To create a new best practice report, click on the *Add a New Best Practice*. To edit an existing best practice report, click on the *Edit* button for that report.

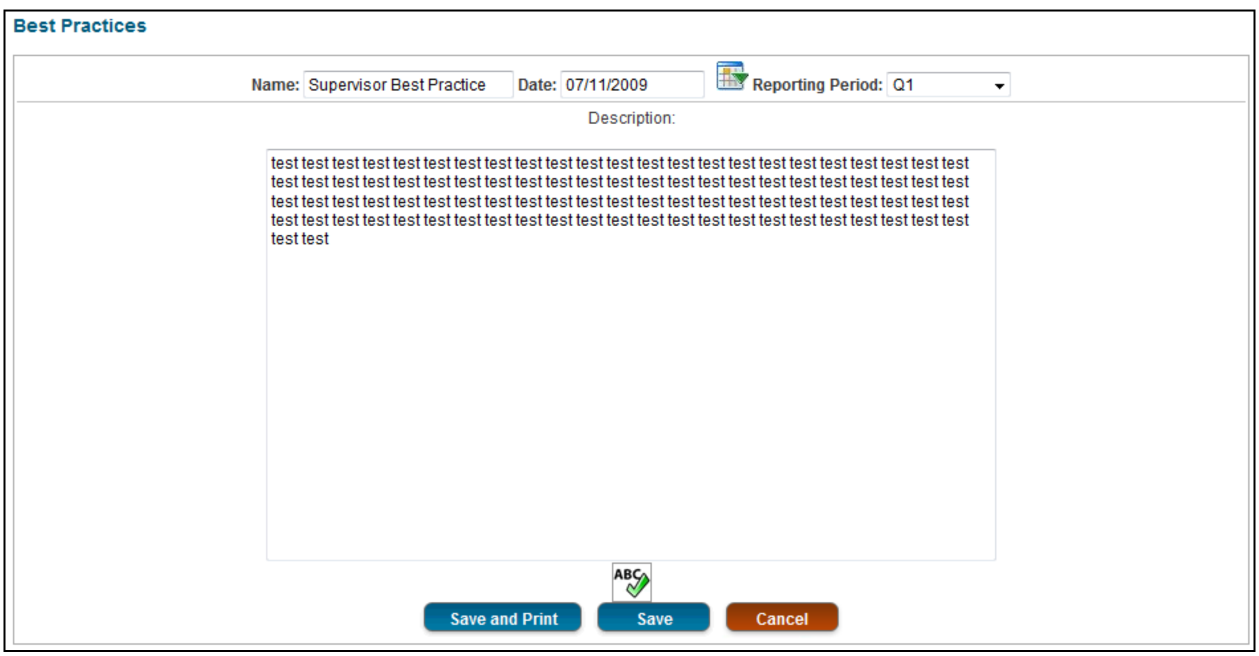


Best Practices

Add a New Best Practice

Name	Date	Reporting Period		
Test PD Best Practice	06/30/2009	Q1	Edit	Delete
Supervisor Best Practice	07/11/2009	Q1	Edit	Delete
Super 3 Best Practice	07/11/2009	Q1	Edit	Delete

Type a name for your best practice report, enter a date for the report, select a reporting period, and then type your best practice into the provided text field. Spell check your report 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 best practice 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.



View Reports

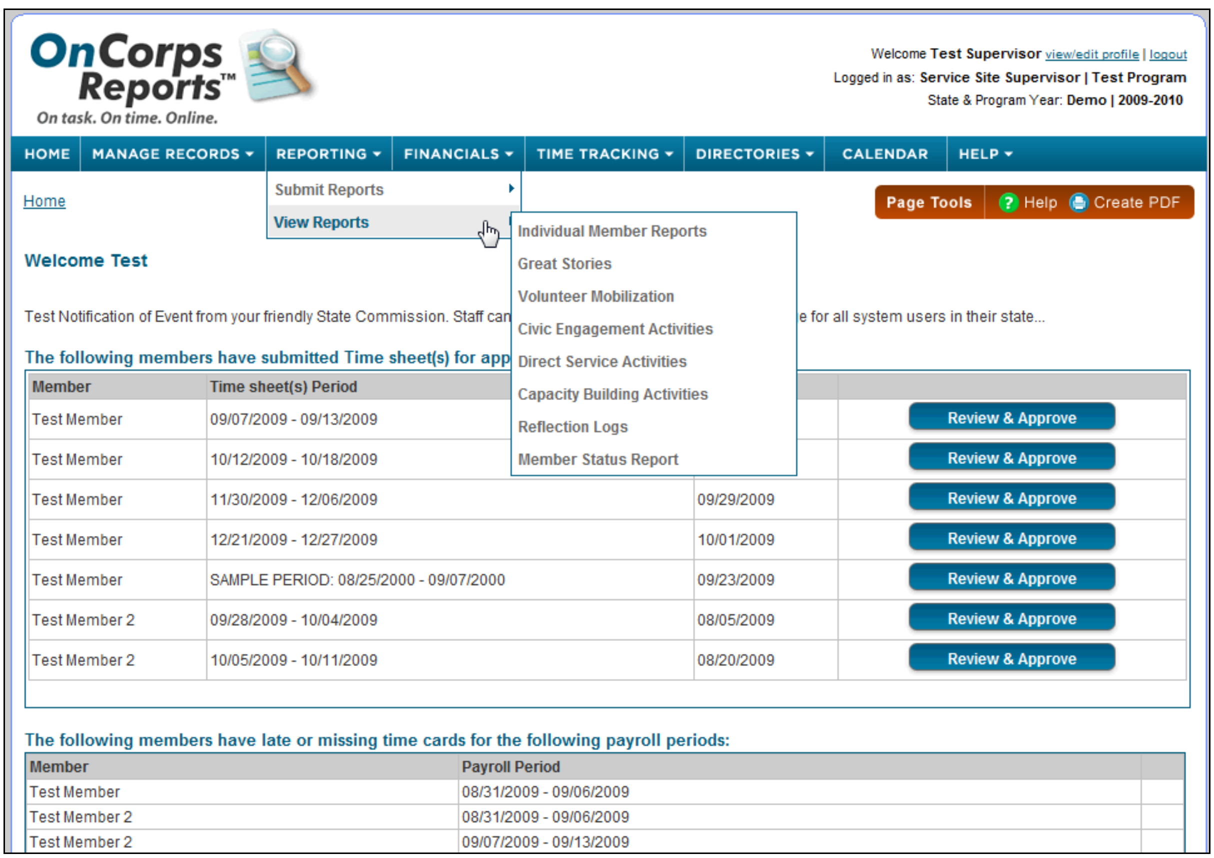
Reporting > View Reports

The View Reports section lets you view all of the reports submitted by you and the members assigned to you. 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:

- Individual Member 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.



Individual Member Reports

Reporting > View Reports > Individual Member Reports

Individual Member Reports allows you to view all of the reports associated with a single member in one place. To view a member's reports, click on the *Info* button.

Individual Member Reports

Member Name	Site	Status	Phone	E-Mail	
Test Member	Test Service Site	Enrolled	123-123-1234	none	Info
Test Member 2	Test Service Site	Enrolled	123-132-1314	test	Info
Test Member 3	Test Service Site	Enrolled	123-123-1231	test	Info

After you have selected a Individual Member Reports you will see a screen with the member’s name in the upper left corner, the member’s service site in the upper right corner, a horizontal line, and a list of reports in gray text. Below the report links will be all of the member's reports. To go directly to any of the reports for the selected member, click on the report name.

Member Info

Test Member (6000) **Test Service Site**

Civic Engagement Activities • Great Stories • Reflection Logs • Volunteer Mobilization • Direct Service Activities • Capacity Building Activities • Member Service Hours • Time Sheets •

Great Stories

Story Name	Date	Promoted Story?
Test Member Great Story	10/02/2009	Yes
test test		

Direct Service Activities

Activity Name	Date	Duration	People Served
network meeting	09/29/2009	One Time	12
network meeting, project timeline			
network meeting	09/30/2009		30
project update			
Test Member Direct Service	10/14/2009	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 test test test test test test test			

Volunteer Mobilization

Name	Date	Duration	Impact Area	Num Vols	Num Hours	Num Slots	Dis-advantaged	College	Boomer
Member Test Event	10/10/2009	One-Time	Adult Education & Literacy	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 test test test test test test test test test test									

Reflection Logs

Entry Date	Entry Text
09/02/2009	test v

Civic Engagement Activities

Civic Engagement Name	Date	# of Hours
Member Test Civic Engagement	09/15/2009	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 test test test test test test test test test		

Capacity Building Activities

Title	Date
Test Member Capacity Building	09/15/2009
test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test	

Total Timesheet Hours

						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

Approved Timesheets

Period	Submitted	Timesheet Approved On	
10/19/2009 - 10/25/2009	09/01/2009 10:20 AM	09/01/2009 10:23 AM	Download
10/26/2009 - 11/01/2009	09/03/2009 10:29 AM	09/03/2009 10:34 AM	Download
11/02/2009 - 11/08/2009	09/04/2009 10:57 AM	09/04/2009 10:59 AM	Download
11/09/2009 - 11/15/2009	09/10/2009 11:56 AM	09/10/2009 12:01 PM	Download
11/23/2009 - 11/29/2009	09/22/2009 1:57 PM	09/22/2009 2:09 PM	Download
12/14/2009 - 12/20/2009	10/01/2009 11:59 AM	10/01/2009 12:06 PM	Download

Rejected Timesheets

Period	Timesheet Rejected On	Reason
09/14/2009 - 09/20/2009	08/02/2009 4:56 PM (R)	test test

Submitted (to be approved) Timesheets

Period	Submitted	Super #1	Approved?	Super #2	Approved?	Super #3	Approved?	Super #4	Approved?
SAMPLE PERIOD: 08/25/2000 - 09/07/2000	09/23/2009 10:36 AM	Test Supervisor	No						
09/07/2009 - 09/13/2009	10/02/2009 1:59 PM	Test Supervisor	No	PD as a Supervisor	No				
10/12/2009 - 10/18/2009	10/03/2009 4:13 PM	Test Supervisor	No						
11/16/2009 - 11/22/2009	09/21/2009 2:30 PM	Test Supervisor	Yes	PD as a Supervisor	No				
11/30/2009 - 12/06/2009	09/29/2009 7:23 PM	PD as a Supervisor	No	Test Supervisor	No				
12/07/2009 - 12/13/2009	09/29/2009 7:54 PM	PD as a Supervisor	No	Test Supervisor	Yes				
12/21/2009 - 12/27/2009	10/01/2009 12:33 PM	Test Supervisor	No						

Late Timesheets

Period
08/31/2009 - 09/06/2009
09/21/2009 - 09/27/2009
09/28/2009 - 10/04/2009
10/05/2009 - 10/11/2009

Great Stories

Reporting > View Reports > Great Stories

You can view all of the great stories you and the members assigned to 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

Member Great Stories

Member Name	Story Title	Reporting Period	Promoted Story?
Test Member	Test Member Great Story	Q1	Yes

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

Member Name	Story Title	Reporting Period	Promoted Story?
Test Member 2	Member Test 2	Q1	No

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

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

Member Name	Story Title	Reporting Period	Promoted Story?
Test Member 3	Test Member 3 Story Entered by Super 2	Q1	No

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

Supervisor Great Stories

Supervisor Name	Story Title	Reporting Period	Promoted Story?
Test Supervisor	Supervisor Great Story	Q1	No

test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test
test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test
test test test test test test v

Volunteer Mobilization

Reporting > View Reports > Volunteer Mobilization

You can view all of the volunteer mobilization reports you and the members assigned to 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 test										

Member Name	Name	Date	Reporting Period	Duration	Vols	Hours	Slots	Disadvantaged	College	Boomers
Test Member 2	Member Test 2 Volunteer Event	09/27/2009	Q1	On-Going	26	300	15	2	8	2
test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test										

Member Name	Name	Date	Reporting Period	Duration	Vols	Hours	Slots	Disadvantaged	College	Boomers
Test Member 3	Test Member 3 Event Entered by Super 2	09/28/2009	Q1	On-Going	16	51	15	3	5	4
test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test										

Supervisor Volunteer Mobilization

Supervisor Name	Name	Date	Reporting Period	Duration	Vols	Hours	Slots	Disadvantaged	College	Boomers
Test Supervisor	Super Volunteer Event	10/22/2009	Q1	On-Going	12	150	5	1	4	2
test test										

Civic Engagement Activities

Reporting > View Reports > Civic Engagement Activities

You can view all of the civic engagement activity reports you and the members assigned to 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

Member Civic Engagement Activities

Member Name	Civic Engagement Name	Date	Reporting Period	Hours
Test Member	Member Test Civic Engagement	Sep 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 test test test				

Member Name	Civic Engagement Name	Date	Reporting Period	Hours
Test Member 2	Member Test 2 Civic Engagement	Sep 22, 2009	Q1	4
test test				

Member Name	Civic Engagement Name	Date	Reporting Period	Hours
Test Member 3	TEst Member 3 Civic Engagement Entered by Super 2	Sep 30, 2009	Q1	5.25
test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test				

Supervisor Civic Engagement Activities

Supervisor Name	Civic Engagement Name	Date	Reporting Period	Hours
Test Supervisor	Super Civic Engagement	Oct 26, 2009	Q1	4
test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test 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 and the members assigned to 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

Member Direct Service Activities

Member Name	Activity Name	Date	Reporting Period	Duration	People Served
Test Member 3	Test Member 3 Direct Service Entered by Super 2	09/03/2009	Q1	One Time	23

test test

Member Name	Activity Name	Date	Reporting Period	Duration	People Served
Test Member	network meeting	09/29/2009		One Time	12

network meeting, project timeline

Member Name	Activity Name	Date	Reporting Period	Duration	People Served
Test Member	network meeting	09/30/2009			30

project update

Member Name	Activity Name	Date	Reporting Period	Duration	People Served
Test Member 2	Member Test 2 Direct Service	10/05/2009	Q1	Bi-Weekly	15

test test

Member Name	Activity Name	Date	Reporting Period	Duration	People Served
Test Member	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 test test test test test test test test

Supervisor Direct Service Activities

Supervisor Name	Activity Name	Date	Reporting Period	Duration	People Served
Test Supervisor	Super Direct Service Activity	09/11/2009	Q1	Weekly	45

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

Capacity Building Activities

Reporting > View Reports > Capacity Building Activities

You can view all of the capacity building activity reports you and the members assigned to 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

Member Capacity Building Activities

Member Name	Name	Type	Date	Reporting Period	Meet Needs?
Test Member	Test Member Capacity Building		09/15/2009	Q1	Yes
test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test					

Member Name	Name	Type	Date	Reporting Period	Meet Needs?
Test Member 3	Test Member 3 Capacity Enteredy by Super 2		10/14/2009	Q1	Yes
test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test v					

Member Name	Name	Type	Date	Reporting Period	Meet Needs?
Test Member 2	Member Test 2 Capacity Building		10/19/2009	Q1	Yes
test test					

Supervisor Capacity Building Activities

Supervisor Name	Name	Type	Date	Reporting Period	Meet Needs?
Test Supervisor	Supervisor Capacity Building Activity		09/26/2009	Q1	Yes
test test					

Reflection Logs

Reporting > View Reports > Reflection Logs

You can view all of the reflection log reports the members assigned to 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

Name	Date
Test Member	09/02/2009
test v	

Name	Date
Test Member 3	09/12/2009
test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test	

Name	Date
Test Member 2	10/18/2009
test test	

Member Status Report

Reporting > View Reports > Member Status Report

The member status report shows basic member information, including: name, slot type, status, phone, e-mail, service start data, service mi-year date, and service end date.

Member Status Report

Member Name	Slot Type	Status	Phone	E-Mail	Service Start	Service Mid	Service End
Test Member	Full-Time	Enrolled	123-123-1234	none	06/01/2009	02/15/2010	08/31/2010
Test Member 2	Full-Time	Enrolled	123-132-1314	test	06/01/2009	02/15/2010	08/31/2010
Test Member 3	Half-Time	Enrolled	123-123-1231	test	09/01/2009	02/15/2010	08/31/2010

Financials

The Financials menu is where you can submit and view financial reports.

The standard financial reports in OnCorps Reports for site supervisors include:

In-Kind Other

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

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

To view the financial 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 program director.

Submit Reports

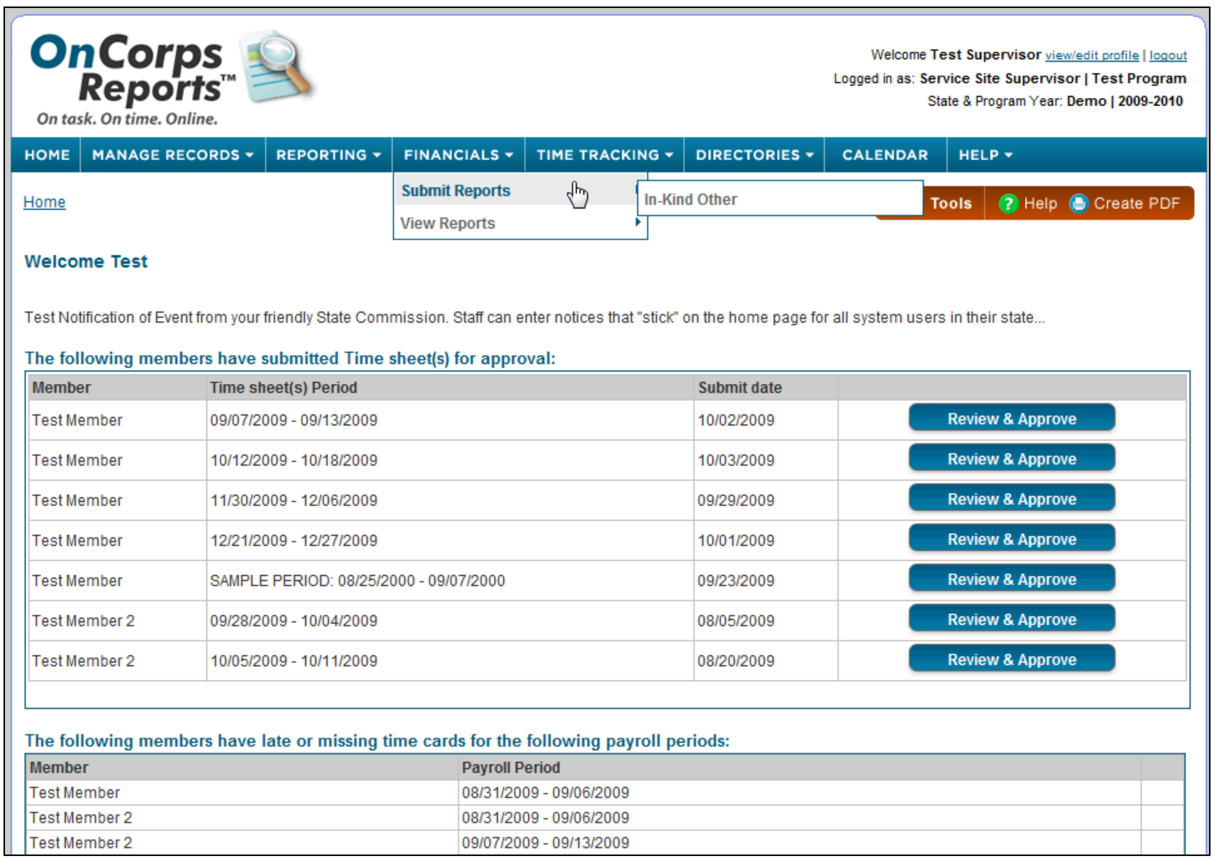
Financials > Submit Reports

Some programs or state may require site supervisors to fill out financial reports in addition to any progress reports that may be required, which can be found under the Reporting menu. If your program requires you to fill out financial reports, they will appear in the Financials > Submit Reports menu.

Under the Financials > Submit Reports menu, you will find the following standard report:

In-Kind Other

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

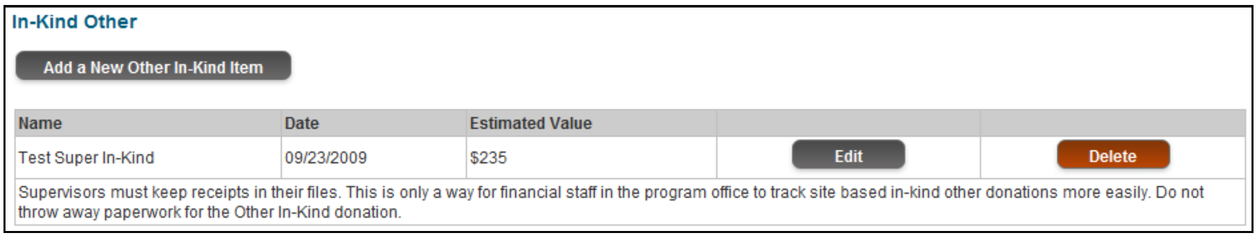


In-Kind Other

Financials > Submit Reports > In-Kind Other

In-Kind Other refers to goods and services other than site supervisor time that have been donated to the program. Contact your program director for guidance on what qualifies as In-Kind Other. Always be sure to keep paper receipts for all donated goods and services in your records. This form is only intended to be a way to easily collect In-Kind Other information for use in other financial reports.

To create a new in-kind other report, select *Add a New In-Kind Other*. Select the *Edit* button next to an in-kind other report to view or change that report.

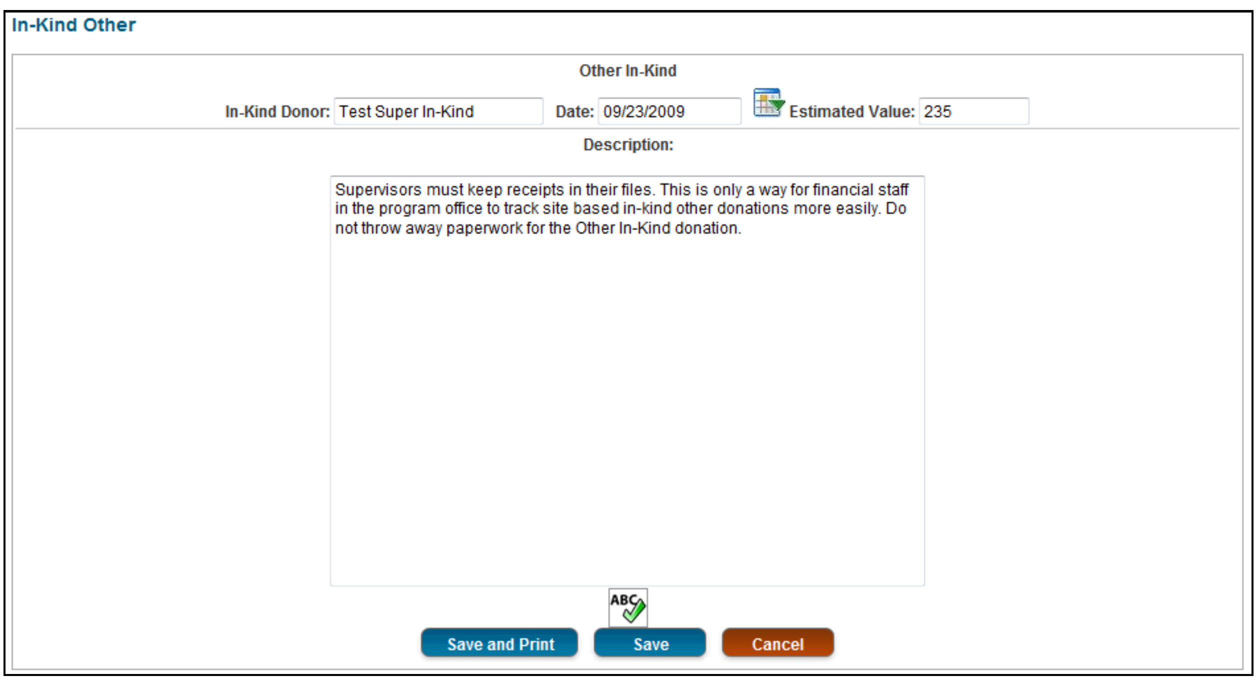

In-Kind Other

Add a New Other In-Kind Item

Name	Date	Estimated Value		
Test Super In-Kind	09/23/2009	$235	Edit	Delete

Supervisors must keep receipts in their files. This is only a way for financial staff in the program office to track site based in-kind other donations more easily. Do not throw away paperwork for the Other In-Kind donation.

Enter the name of the in-kind donor, the date of the donation, the estimated value of the donation, and a description of the in-kind other donation. Spell check the description of your in-kind other donation 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.


In-Kind Other

Other In-Kind

In-Kind Donor: Test Super In-Kind Date: 09/23/2009 Estimated Value: 235

Description:

Supervisors must keep receipts in their files. This is only a way for financial staff in the program office to track site based in-kind other donations more easily. Do not throw away paperwork for the Other In-Kind donation.

ABC

Save and Print Save Cancel

View Reports

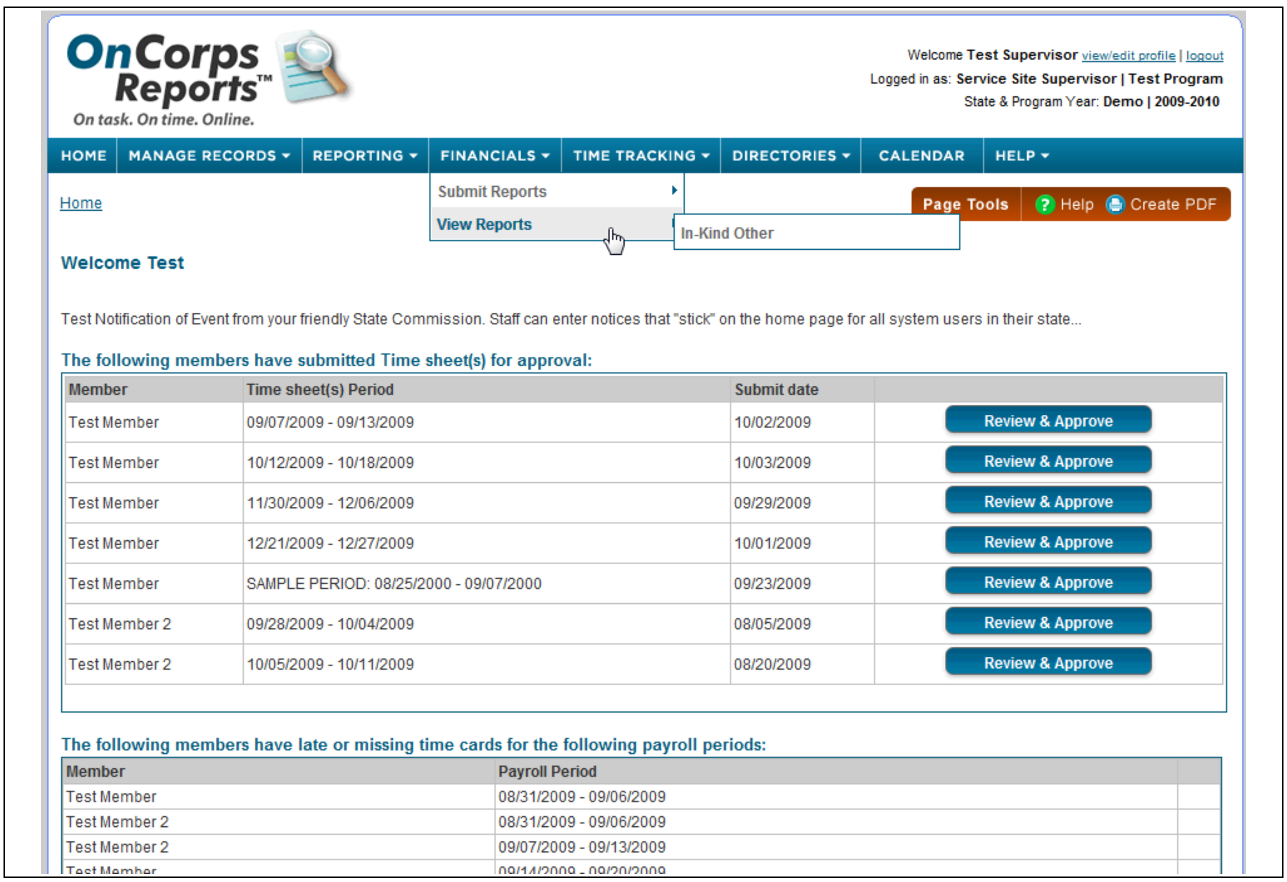
Financials > View Reports

The View Reports section lets you view all of the financial reports you have submitted. 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 financial reports, go to Financials > Submit Reports.

Under the Financials > View Reports menu, you will find the following standard report:

In-Kind Other

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



In-Kind Other

Financials > View Reports > In-Kind Other

You can view all of the in-kind other reports you have entered into the system on this page. You cannot edit your in-kind other reports here; that can be done under Financials > Submit Reports > In-Kind Other.

In-Kind Other

Name	Date	Estimated Value	Status
Test Super In-Kind	09/23/2009	$235.00	Not Submitted
Supervisors must keep receipts in their files. This is only a way for financial staff in the program office to track site based in-kind other donations more easily. Do not throw away paperwork for the Other In-Kind donation.			

Time Tracking

The Time Tracking menu is where you can approve and manage member timesheets and enter your in-kind hours.

Member hours can be managed using the pages under the Member Service Hours submenu.

You can enter and view your in-kind hours using the pages under the Supervisor In-Kind Hours submenu.

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.

            (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.

   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.

Member Service Hours

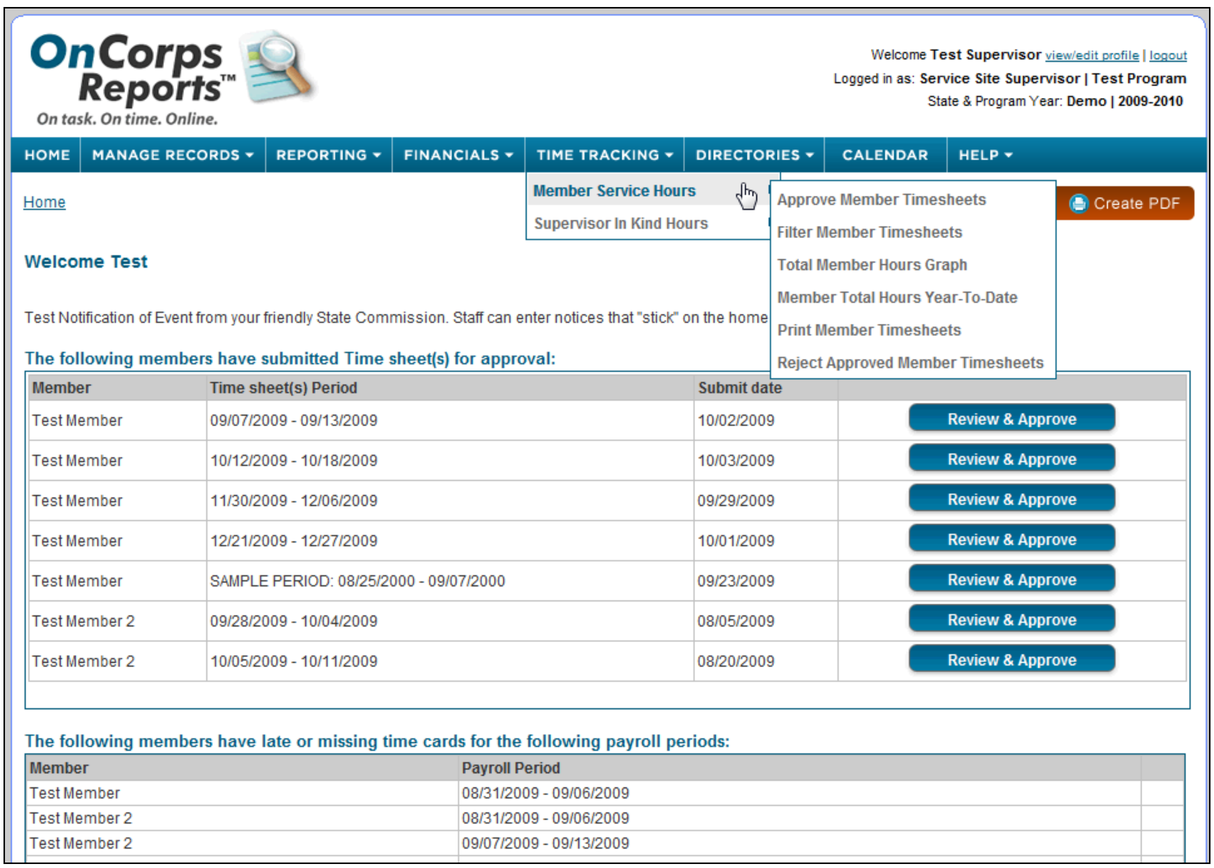
Time Tracking > Member Service Hours

You can manage member timesheets, including approving and rejecting timesheets, using the pages under the Member Service Hours submenu.

The pages included under Member Service Hours include the following:

- Approve Member Timesheets
- Filter Member Timesheets
- Member Total Hours Graph
- Member Total Hours Year-To-Date
- Print Member Timesheets
- Reject Approved Member Timesheets

If you have questions about when a timesheet should be rejected and other timesheet policies for your program, please consult with your program director.



Approve Member Timesheets

Time Tracking > Member Service Hours > Approve Member Timesheets

The Approve Member Timesheets report is designed to give supervisors an easy way to access all of their member's timesheets that have been submitted and need to be approved. All of your member's timesheets that have been submitted but not yet approved will display in the *Submitted (to be approved) Timesheets* table at the bottom of the page. Submitted timesheets can be filtered by either timesheet period using the *Select a Period* drop down menu or they can be filtered by member using the *Select a Member* drop down menu. To approve a timesheet, click on the *Approve* button for that timesheet and you will be taken directly to the timesheet for review and approval or rejection. If a timesheet had been sent to multiple supervisors, you will see each supervisor and whether they have approved the timesheet in the table. In order for a timesheet sent to multiple supervisors to be approved, all of the supervisors must approve it. A timesheet may still appear in the *Submitted (to be approved) Timesheets* table after you have approved it because the other supervisors the timesheet was sent to still need to approve it. If any of the supervisors rejects a timesheet, then it gets sent back to the member for revisions and will have to be approved again by all the supervisors it is sent to.

Approve Member Timesheets

Select a Period:

Use this to view submitted member timesheets within a specific payroll period--all submitted member timesheets will be display for the selected payroll period.

SAMPLE PERIOD: 08/25/2000 - 09/07/2000 ▾ Choose

OR Select a Member:

Use this to view all of an individual members' SUBMITTED timesheets.

Select One ▾ Choose

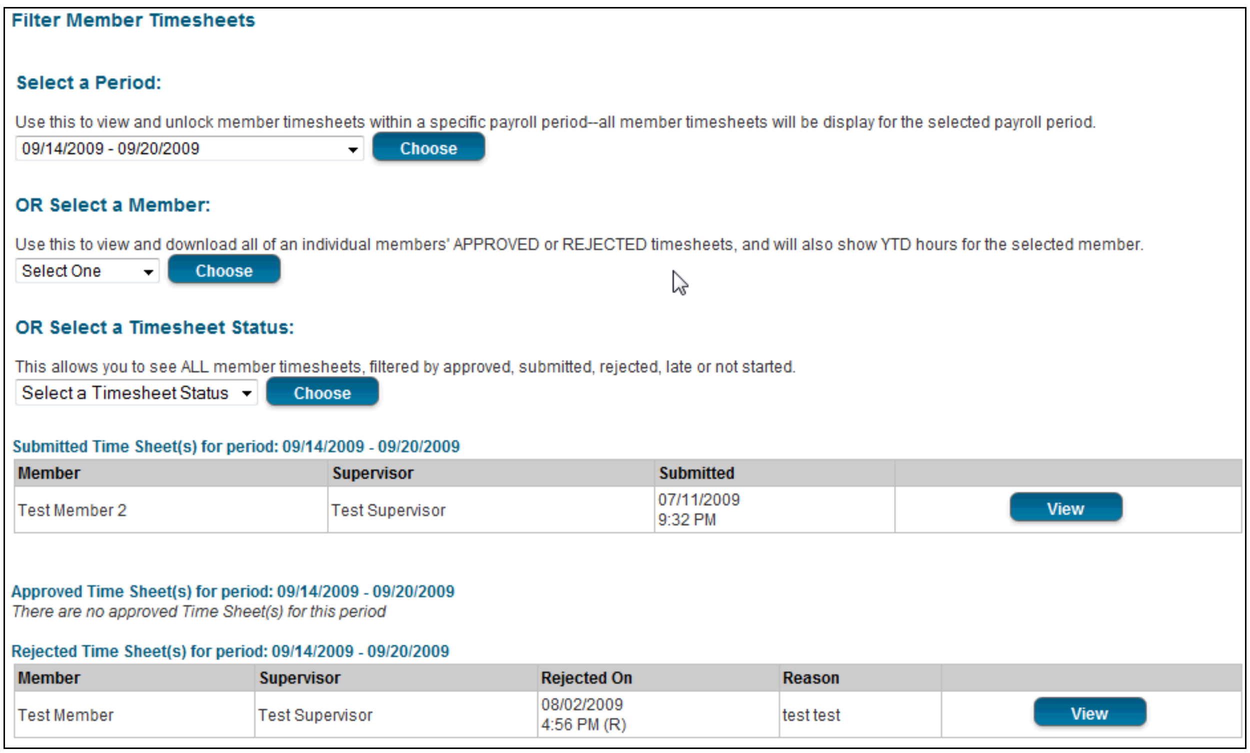
Submitted (to be approved) Timesheets

Member	Period	Submitted	Super #1	Super #1 Approved?	Super #2	Super #2 Approved?	Super #3	Super #1 Approved?	Super #4	Super #4 Approved?
Test Member	SAMPLE PERIOD: 08/25/2000 - 09/07/2000	09/23/2009 10:36 AM	Test Supervisor	Approve						
Test Member	09/07/2009 - 09/13/2009	10/02/2009 1:59 PM	Test Supervisor	Approve	PD as a Supervisor					
Test Member	10/12/2009 - 10/18/2009	10/03/2009 4:13 PM	Test Supervisor	Approve						
Test Member	11/16/2009 - 11/22/2009	09/21/2009 2:30 PM	Test Supervisor	Yes 09/21/2009	PD as a Supervisor					
Test Member	11/30/2009 - 12/06/2009	09/29/2009 7:23 PM	PD as a Supervisor		Test Supervisor	Approve				
Test Member	12/07/2009 - 12/13/2009	09/29/2009 7:54 PM	PD as a Supervisor		Test Supervisor	Yes 09/29/2009				
Test Member	12/21/2009 - 12/27/2009	10/01/2009 12:33 PM	Test Supervisor	Approve						
Test Member 2	09/14/2009 - 09/20/2009	07/11/2009 9:32 PM	Test Supervisor	Yes 08/26/2009	Test Super 2					
Test Member 2	09/28/2009 - 10/04/2009	08/05/2009 11:07 AM	Test Supervisor	Approve						
Test Member 2	10/05/2009 - 10/11/2009	08/20/2009 12:00 PM	Test Supervisor	Approve						

Filter Member Timesheets

Time Tracking > Member Service Hours > Filter Member Timesheets

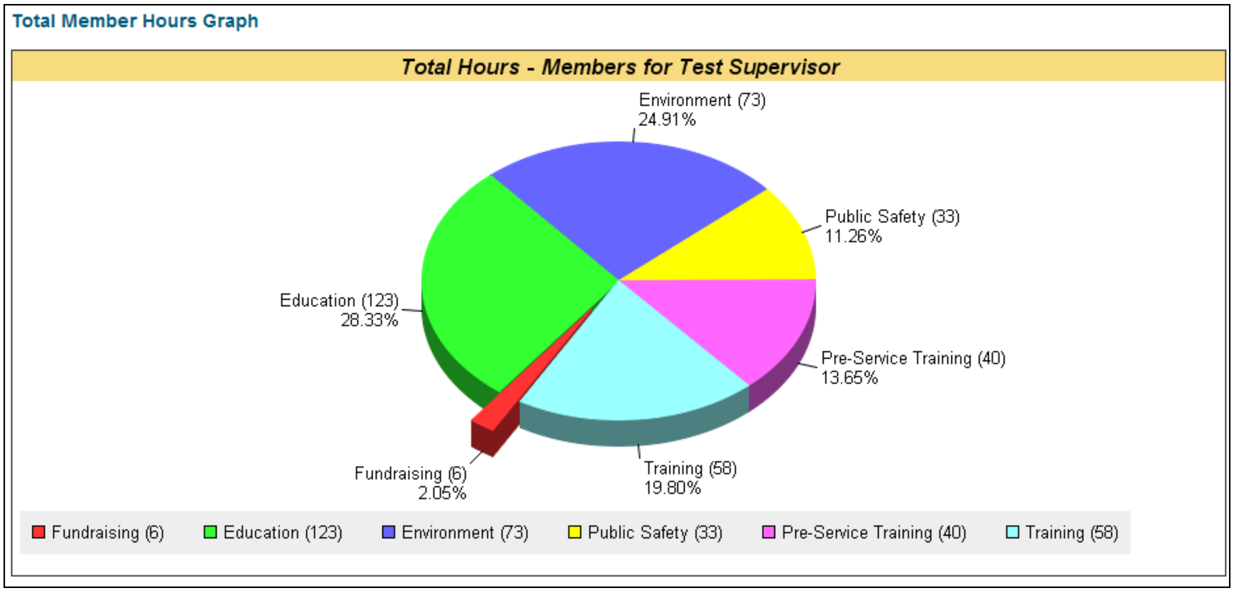
You can view your member's timesheets by period, member or timesheet status using the drop down menus on the Filter Member Timesheets page. Filtering by timesheet period using the *Select a Period* drop down menu will show all of the submitted, approved, and rejected timesheets for your members during that period. If you filter by member using the *Select a Member* drop down menu, you will be taken to a new page that lists all of that member's timesheets. You can also sort for all of the timesheets that have a certain status, such as approved, submitted, rejected, late and not started by using the *Select a Timesheet Status* drop down menu. Click on the *Download* button next to approved timesheets to download a PDF of that timesheet for your records. Click on the *View* button next to a timesheet to view the timesheet in a pop-up window.



Member Total Hours Graph

Time Tracking > Member Service Hours > Member Total Hours Graph

The Member Total Hours Graph report shows a pie chart graph representing all of the approved hours served by your members, partitioned into the types of hours they can serve. The number in parenthesis next to each hours type represents the total number of approved hours served in that category.



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 your member's timesheets. 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
Test Member 2	Enrolled	1700	193.5	30	163.5	0	1	0	7.25	8	0	0	15.25	0	8	5.75	0	0	13.75	47	1506.5	32.05
Test Member 3	Enrolled	900	167	146	21	0	2	0	14	31	2	0	47	0	41	33	23	0	97	47	733	15.6
TOTALS		4300	894	335.25	558.75	0	6	0	40.5	58	2	0	0	40	82.75	73	33	0	228.75	141	3406	72.47

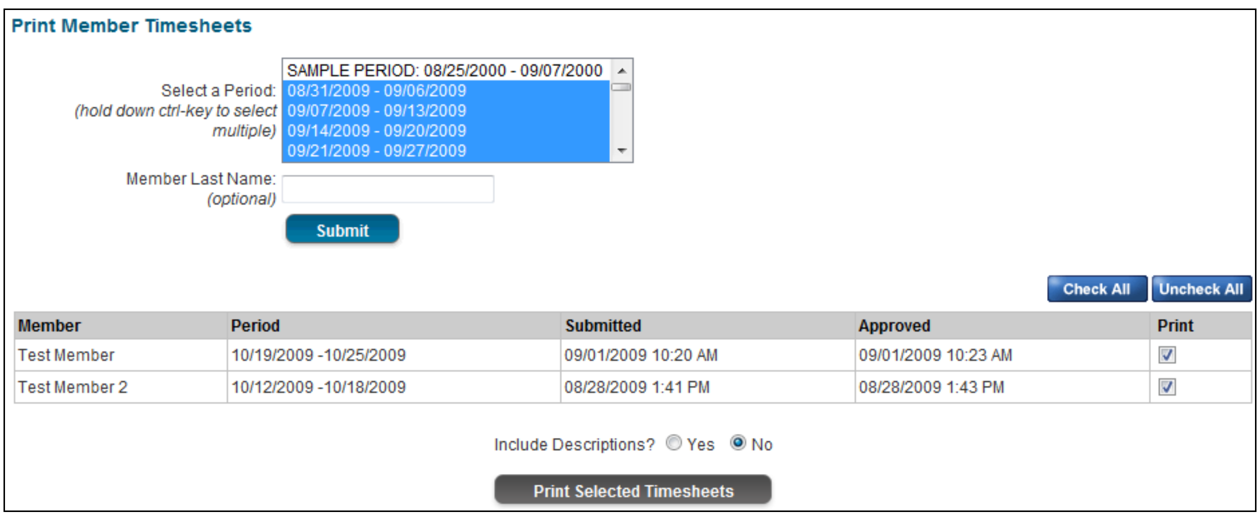
Training	
1	Pre-Service Training
2	Training
3	
4	
Service	
1	Education
2	Environment
3	Public Safety
4	

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.

Print Member Timesheets

Time Tracking > Member Service Hours > Print Member Timesheets

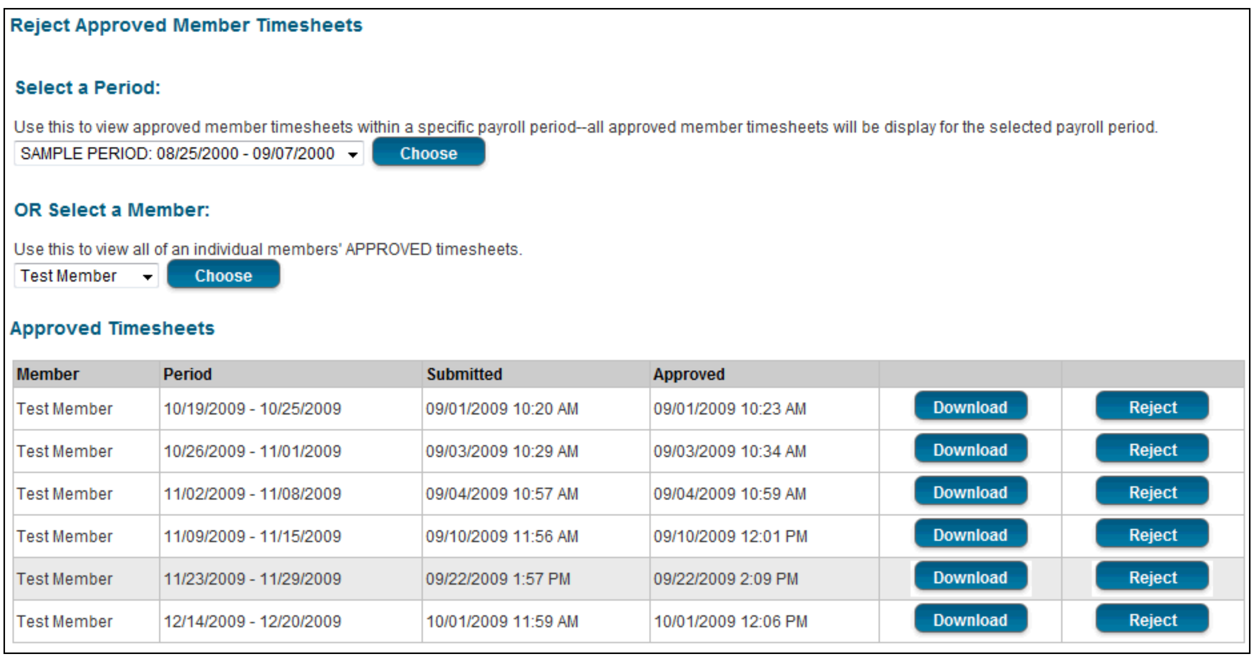
The Print Member Timesheets page creates a single PDF with all of the selected approved member timesheets for one or many timesheet periods. Select the timesheet periods from the *Select a Period* list box. You can select multiple timesheet periods by holding down the Ctrl key on your keyboard as you click on multiple timesheet periods. You also have the option of having only a single member's timesheets display for the periods you have selected by entering a member's last name in the *Member Last Name* text box. Click the *Submit* button to see all of the approved timesheets for the periods you have selected. In the table that appears, all of the approved timesheets for the timesheet periods you selected (optionally filtered by a member's last name) will be listed with the member's name, timesheet period, submittal date, approval date and a print check box. Only timesheets that have their print check box selected will be included in the PDF. Use the *Check All* button to check all of the print check boxes and the *Uncheck All* button to uncheck all of the print check boxes. If you want to include the hours descriptions in the PDF, set the *Include Descriptions?* radio buttons to "Yes." Click the *Print Selected Timesheets* button to create a single PDF of all of the selected timesheets that can be printed and saved to your computer.



Reject Approved Member Timesheets

Time Tracking > Member Service Hours > Reject Approved Member Timesheets

The Reject Approved Member Timesheets report is designed to give supervisors an easy way to reject an already approved timesheet that may have been approved with an error in the member's hours. Rejecting an approved timesheet will notify the member that the timesheet was rejected and allow them to revise the timesheet before they resubmit it to their supervisor(s) for approval. Approved timesheets can be filtered by either timesheet period using the *Select a Period* drop down menu or they can be filtered by member using the *Select a Member* drop down menu. Any approved timesheets that match your filter criteria will appear in the *Approved Timesheets* table at the bottom of the page. To reject an approved timesheet, click on the *Reject* button for that timesheet and you will be taken directly to the timesheet where you can select the reject option and enter the reason for the rejection at the bottom of the timesheet. Click on the *Download* button next to approved timesheets to download a PDF of that timesheet for your records.



Reject Approved Member Timesheets

Select a Period:

Use this to view approved member timesheets within a specific payroll period--all approved member timesheets will be display for the selected payroll period.

SAMPLE PERIOD: 08/25/2000 - 09/07/2000 Choose

OR Select a Member:

Use this to view all of an individual members' APPROVED timesheets.

Test Member Choose

Approved Timesheets

Member	Period	Submitted	Approved		
Test Member	10/19/2009 - 10/25/2009	09/01/2009 10:20 AM	09/01/2009 10:23 AM	Download	Reject
Test Member	10/26/2009 - 11/01/2009	09/03/2009 10:29 AM	09/03/2009 10:34 AM	Download	Reject
Test Member	11/02/2009 - 11/08/2009	09/04/2009 10:57 AM	09/04/2009 10:59 AM	Download	Reject
Test Member	11/09/2009 - 11/15/2009	09/10/2009 11:56 AM	09/10/2009 12:01 PM	Download	Reject
Test Member	11/23/2009 - 11/29/2009	09/22/2009 1:57 PM	09/22/2009 2:09 PM	Download	Reject
Test Member	12/14/2009 - 12/20/2009	10/01/2009 11:59 AM	10/01/2009 12:06 PM	Download	Reject

Supervisor In-Kind Hours

Time Tracking > Supervisor In-Kind Hours

Site supervisors can track their in-kind match hours (the time the spend supervising the member) using the reports in the Supervisor In-Kind Hours submenu.

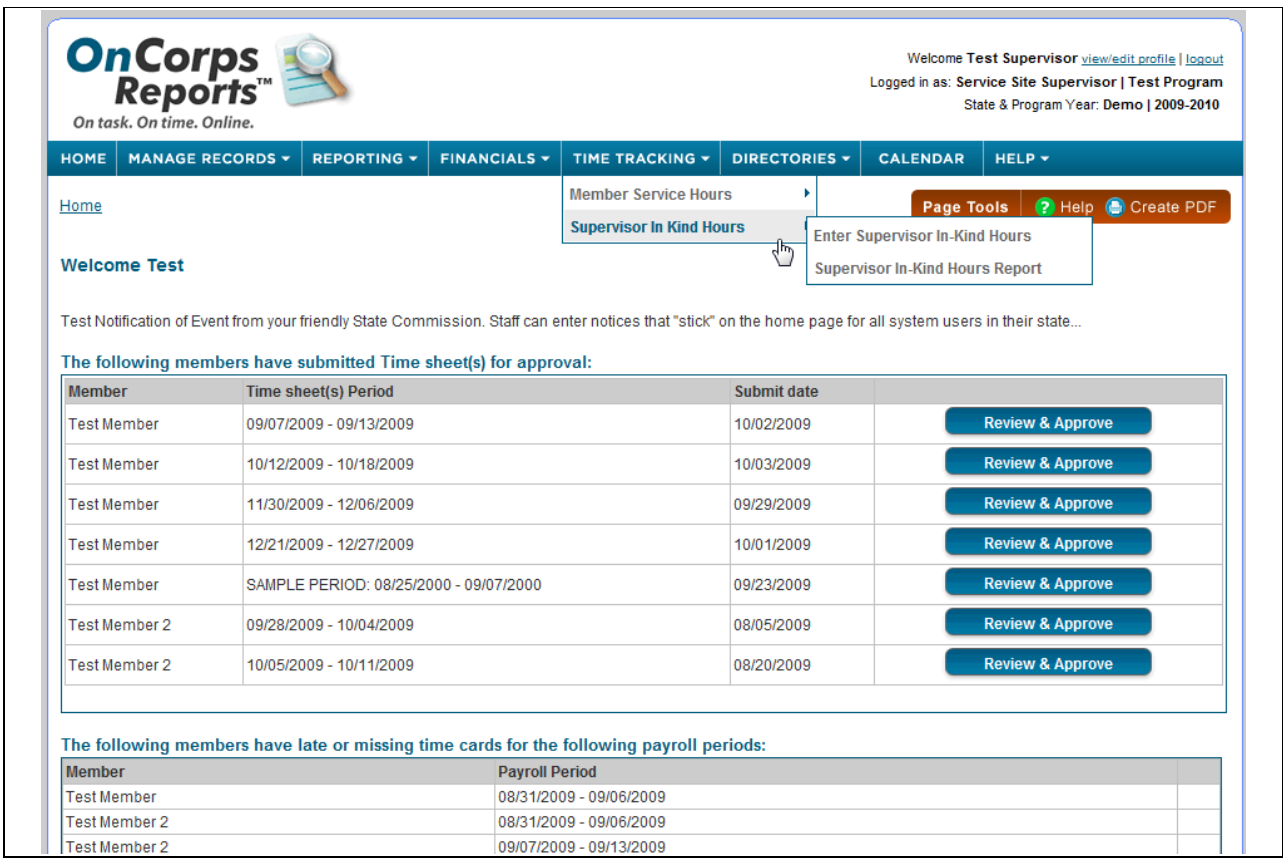
The standard pages for in the Supervisor In-Kind Hours submenu include::

Enter Supervisor In-Kind Hours
Supervisor In-Kind Hours Report

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

Not all programs require supervisors to track their in-kind hours, and some supervisor's may not be able to count their match hours if they are paid through federal funds.

If you have questions about supervisor in-kind hours, please contact your program director.

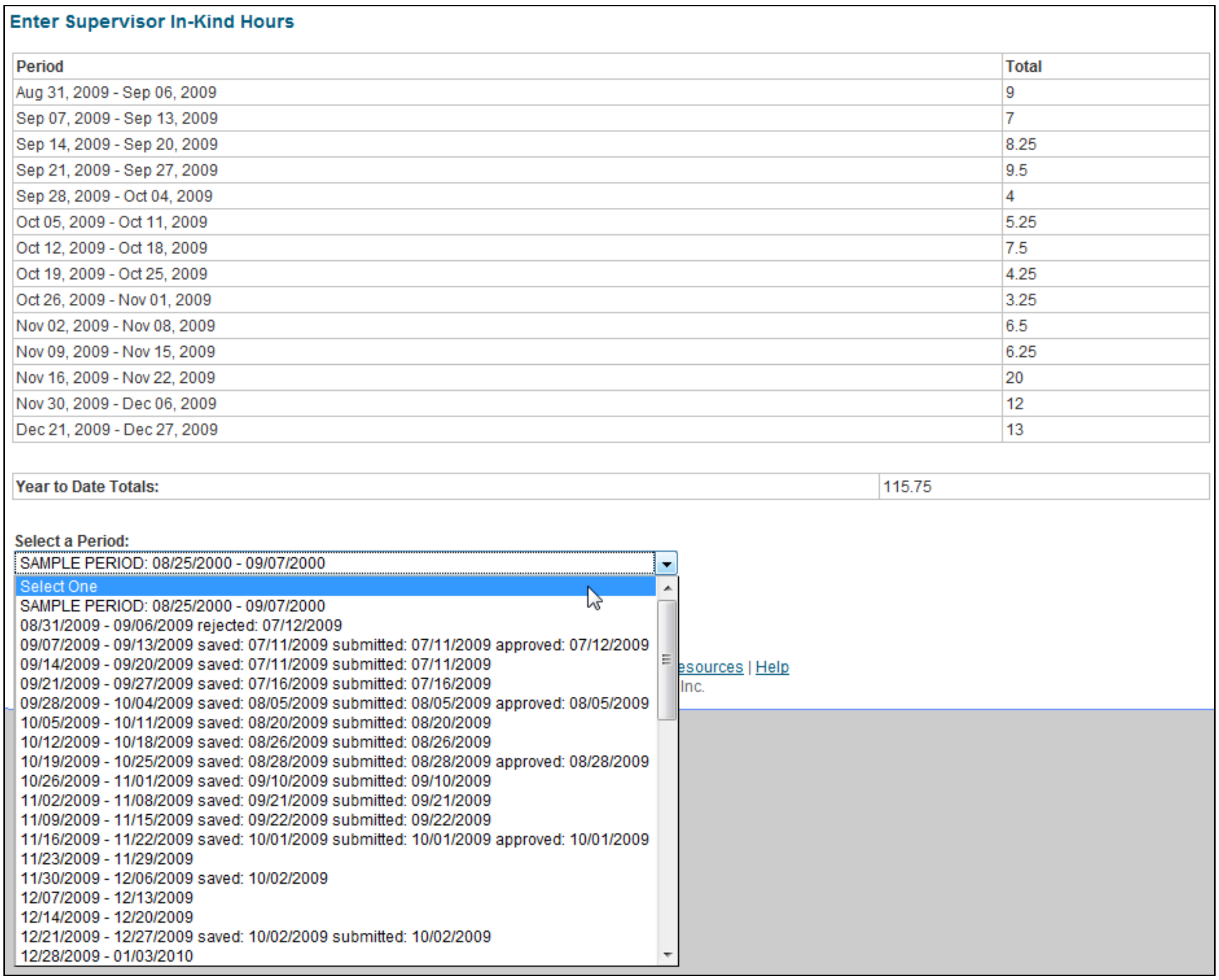


Enter Supervisor In-Kind Hours

Time Tracking > Supervisor In-Kind Hours > Enter Supervisor In-Kind Hours

If required by your program, site supervisors can track their match hours using the Supervisor In-Kind Hours timesheet system. Supervisor in-kind hours are entered into timesheets that are aligned with member time sheet pay periods so that when you receive the notification that your member's time sheets need approval, you should also submit your match hours for the same time period to your program director for approval.

To access an in-kind hours timesheet, select a pay period from the drop down menu and click *Choose*.


Enter Supervisor In-Kind Hours

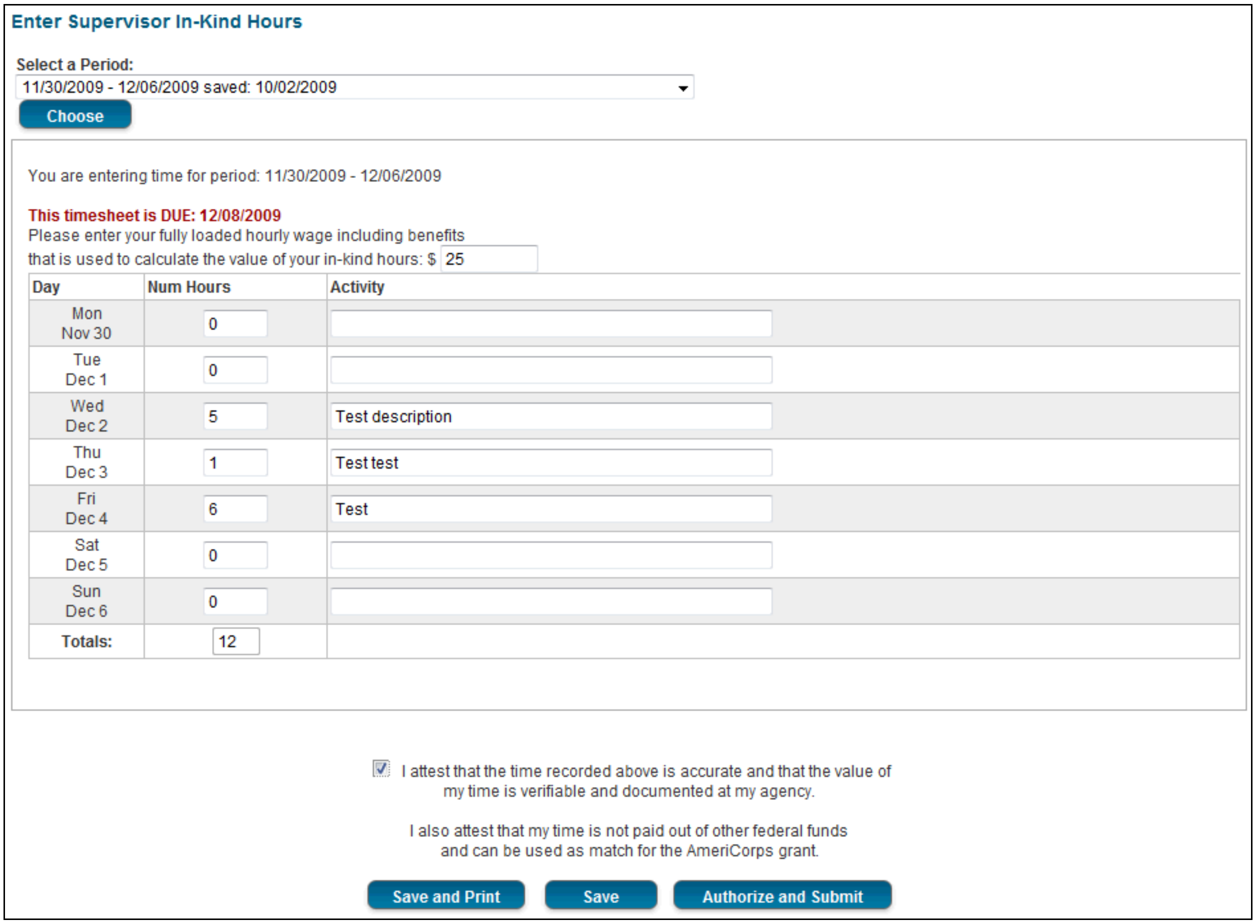
Period	Total
Aug 31, 2009 - Sep 06, 2009	9
Sep 07, 2009 - Sep 13, 2009	7
Sep 14, 2009 - Sep 20, 2009	8.25
Sep 21, 2009 - Sep 27, 2009	9.5
Sep 28, 2009 - Oct 04, 2009	4
Oct 05, 2009 - Oct 11, 2009	5.25
Oct 12, 2009 - Oct 18, 2009	7.5
Oct 19, 2009 - Oct 25, 2009	4.25
Oct 26, 2009 - Nov 01, 2009	3.25
Nov 02, 2009 - Nov 08, 2009	6.5
Nov 09, 2009 - Nov 15, 2009	6.25
Nov 16, 2009 - Nov 22, 2009	20
Nov 30, 2009 - Dec 06, 2009	12
Dec 21, 2009 - Dec 27, 2009	13

Year to Date Totals:	115.75

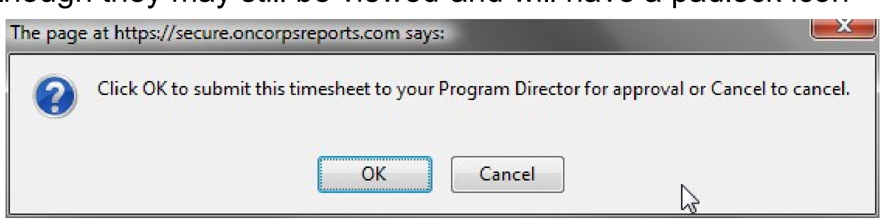
Select a Period:
SAMPLE PERIOD: 08/25/2000 - 09/07/2000
Select One
SAMPLE PERIOD: 08/25/2000 - 09/07/2000
08/31/2009 - 09/06/2009 rejected: 07/12/2009
09/07/2009 - 09/13/2009 saved: 07/11/2009 submitted: 07/11/2009 approved: 07/12/2009
09/14/2009 - 09/20/2009 saved: 07/11/2009 submitted: 07/11/2009
09/21/2009 - 09/27/2009 saved: 07/16/2009 submitted: 07/16/2009
09/28/2009 - 10/04/2009 saved: 08/05/2009 submitted: 08/05/2009 approved: 08/05/2009
10/05/2009 - 10/11/2009 saved: 08/20/2009 submitted: 08/20/2009
10/12/2009 - 10/18/2009 saved: 08/26/2009 submitted: 08/26/2009
10/19/2009 - 10/25/2009 saved: 08/28/2009 submitted: 08/28/2009 approved: 08/28/2009
10/26/2009 - 11/01/2009 saved: 09/10/2009 submitted: 09/10/2009
11/02/2009 - 11/08/2009 saved: 09/21/2009 submitted: 09/21/2009
11/09/2009 - 11/15/2009 saved: 09/22/2009 submitted: 09/22/2009
11/16/2009 - 11/22/2009 saved: 10/01/2009 submitted: 10/01/2009 approved: 10/01/2009
11/23/2009 - 11/29/2009
11/30/2009 - 12/06/2009 saved: 10/02/2009
12/07/2009 - 12/13/2009
12/14/2009 - 12/20/2009
12/21/2009 - 12/27/2009 saved: 10/02/2009 submitted: 10/02/2009
12/28/2009 - 01/03/2010

esources | Help
Inc.

Once you select a time period, a time sheet will appear. Just above the actual timesheet table is a text box where enter your loaded hourly wage (the hourly value of both your salary and your benefits). If you do not know your loaded hourly wage, talk to your human resources department. Once a loaded hourly wage has been entered into a supervisor in-kind hours timesheet, the value will carry over into all following in-kind hours timesheets and does not need to be entered again unless that value changes. If you enter a new value into the loaded hourly wage text box, then the new value will appear in all subsequent in-kind hours timesheets in the loaded hourly wage text box. You can then enter the hours you worked with your members in the *Num Hours* column and describe those hours in the *Activity* column. Consult your program director if you have questions about how to fill out your in-kind hours timesheet.



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 in-kind hours timesheet, click the *Authorize and Submit* button to send the timesheet to your program director 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 program director or click *Cancel* to abort and return to editing your timesheet. 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.



Supervisor In-Kind Hours Report

Time Tracking > Supervisor In-Kind Hours > Supervisor In-Kind Hours Report

The Supervisor In-Kind Hours Report shows all of your match in-kind hours for each timesheet period as well as the year-to-date total for your match in-kind hours.

Supervisor In-Kind Hours Report

Period	Total
Aug 31, 2009 - Sep 06, 2009	9
Sep 07, 2009 - Sep 13, 2009	7
Sep 14, 2009 - Sep 20, 2009	8.25
Sep 21, 2009 - Sep 27, 2009	9.5
Sep 28, 2009 - Oct 04, 2009	4
Oct 05, 2009 - Oct 11, 2009	5.25
Oct 12, 2009 - Oct 18, 2009	7.5
Oct 19, 2009 - Oct 25, 2009	4.25
Oct 26, 2009 - Nov 01, 2009	3.25
Nov 02, 2009 - Nov 08, 2009	6.5
Nov 09, 2009 - Nov 15, 2009	6.25
Nov 16, 2009 - Nov 22, 2009	20
Nov 30, 2009 - Dec 06, 2009	12
Dec 21, 2009 - Dec 27, 2009	13

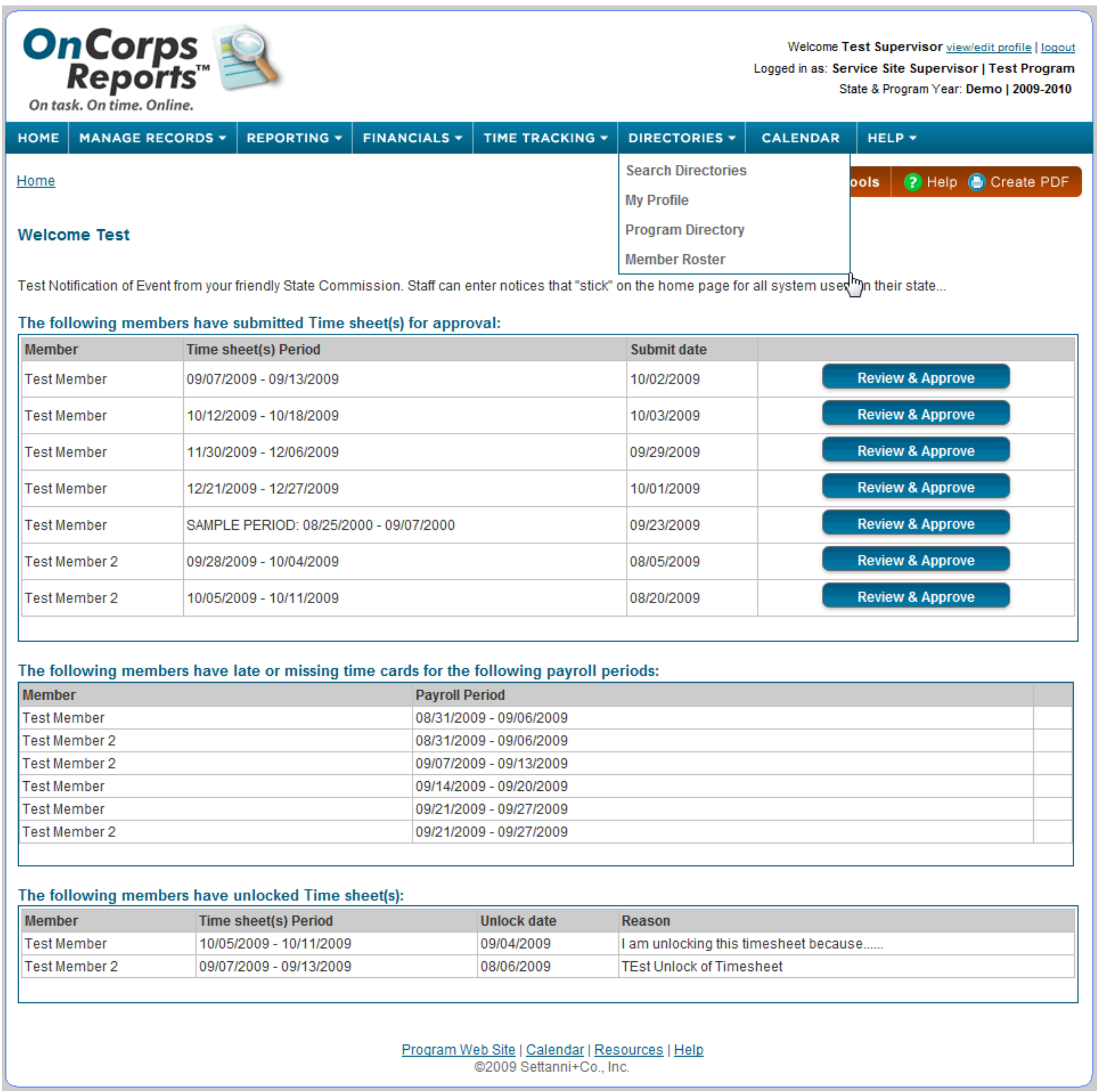
Year to Date Totals:	115.75

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:

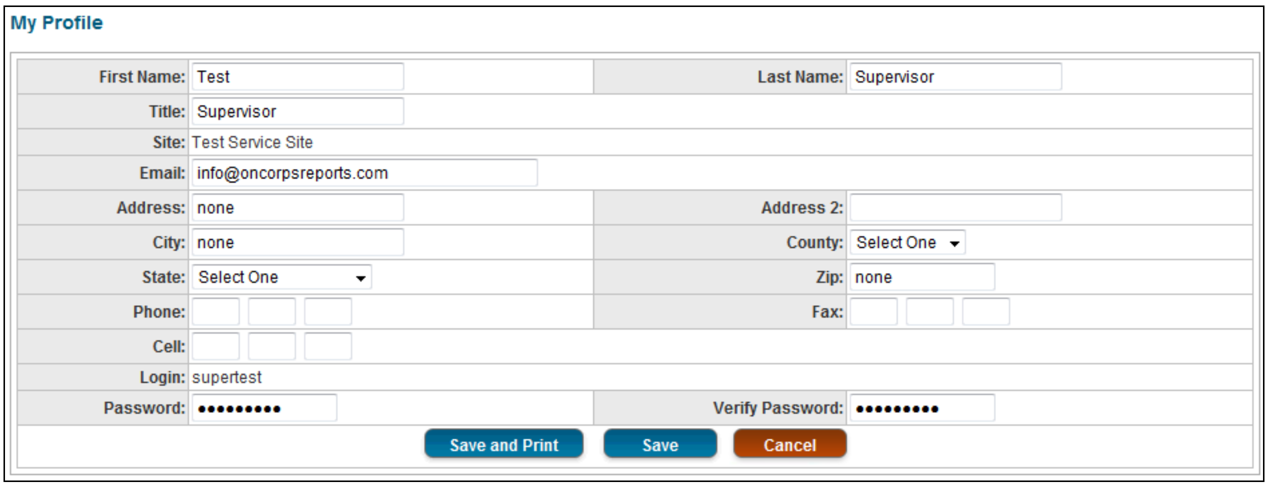
My Profile
Search Directory
Program Directory
Member Roster



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.



Search Directory

Directories > Search Directory

The Search Directory page allows you to look up people in your program by either their first or last name. If someone's name matches your search criteria, a table will appear listing their name, user level, program and e-mail address.

Search Directories

Search by First or Last Name: Test Search

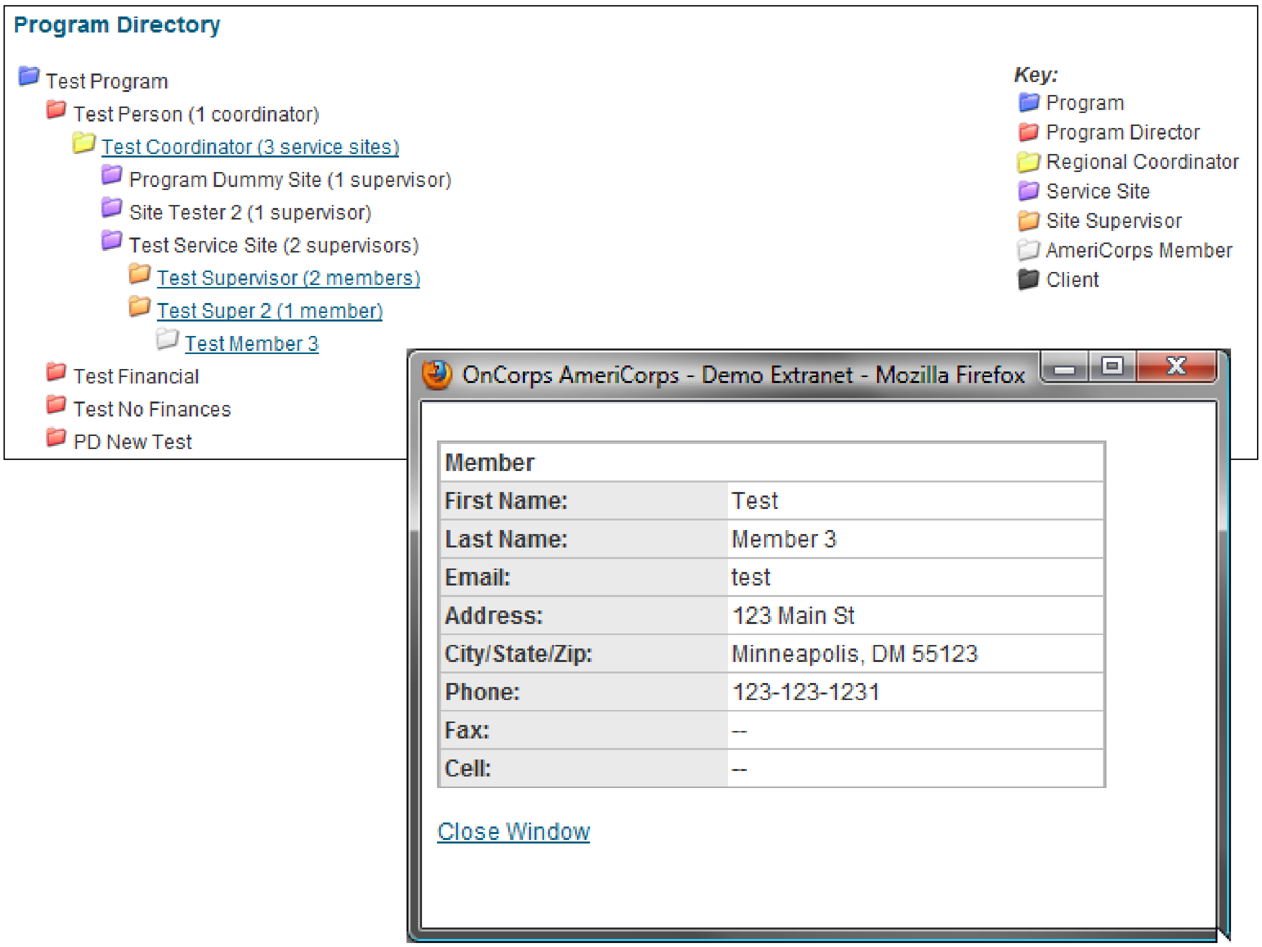
Search Results

Name	Type	Program	E-Mail
Test Member	AmeriCorps Member	Test Program	none
Test Member 2	AmeriCorps Member	Test Program	test

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.



Member Roster

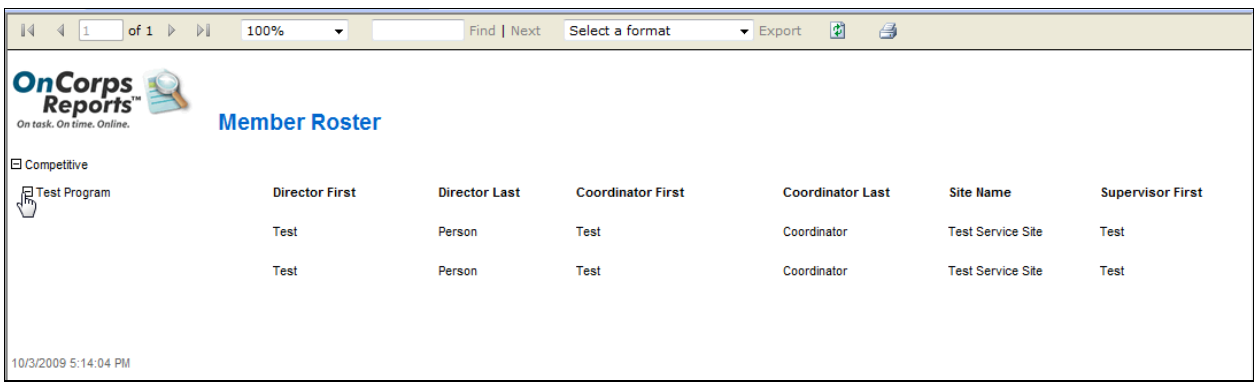
Directories > Member Roster

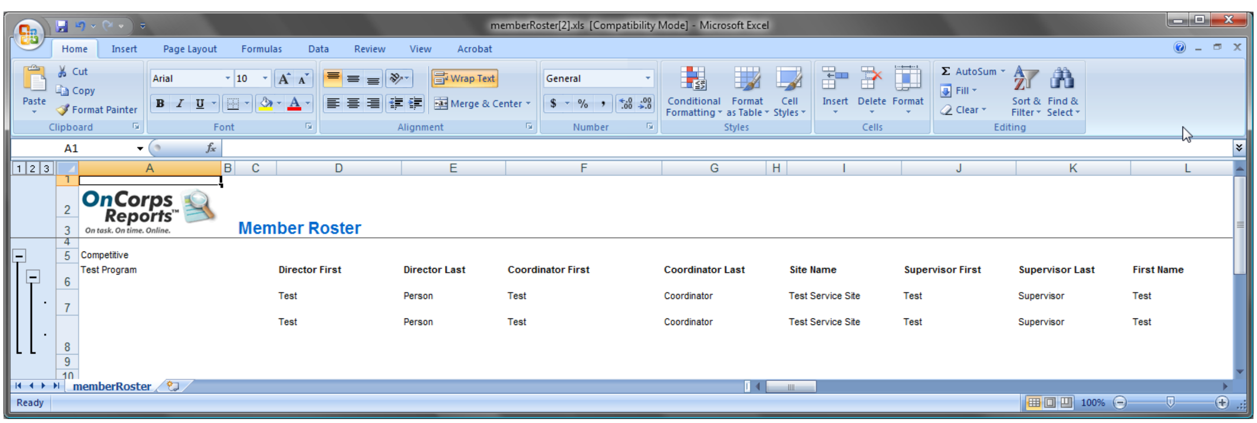
The Member Roster report is an exportable report that shows all of the information stored in your members' records. The report that you export contains much more information than the report that is shown in the main OnCorps Reports interface.

Member Roster

Member	E-mail	Status	Type
Test Member	none	Enrolled	Full-Time
Test Member 2	test	Enrolled	Full-Time

For instructions on how to export reports, please see the [Getting Started > Export Report Data] section of this tutorial.

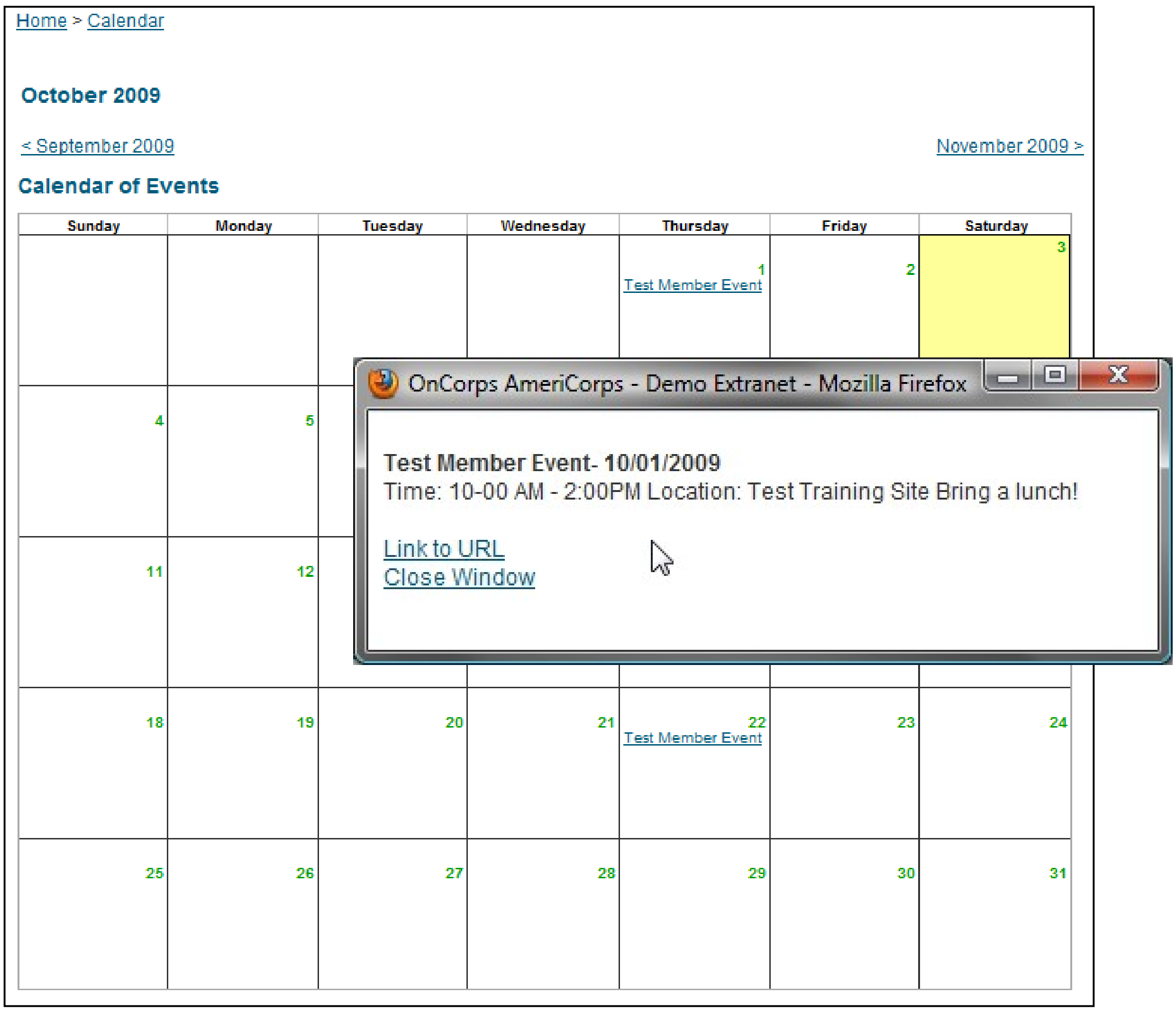




Calendar

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.

You can also download this tutorial from the FAQ page by clicking on the orange Download button.

FAQ

Download the full tutorial (large PDF file!).
Download

1. Q. How does the timesheet system work?
   A. Each Member logs in and fills out timesheet for each payroll period. Upon "authorize and submit" an email is automatically sent to supervisor. Supervisor clicks on the email link, logs in and approves or reviews timesheets. Program directors can see a list of all approved timesheets for each payroll/reporting period.

2. Q. How do I reject a timesheet that has already been approved?
   A. Go to Add to/Update and click on Members. Click on the Progress Report button and then click on the Approve/Review Member Time Sheets option. Select the time sheet period that needs to be rejected and click Choose. At the bottom of the timesheet, choose the option to reject the timesheet, enter in a reason, and submit.

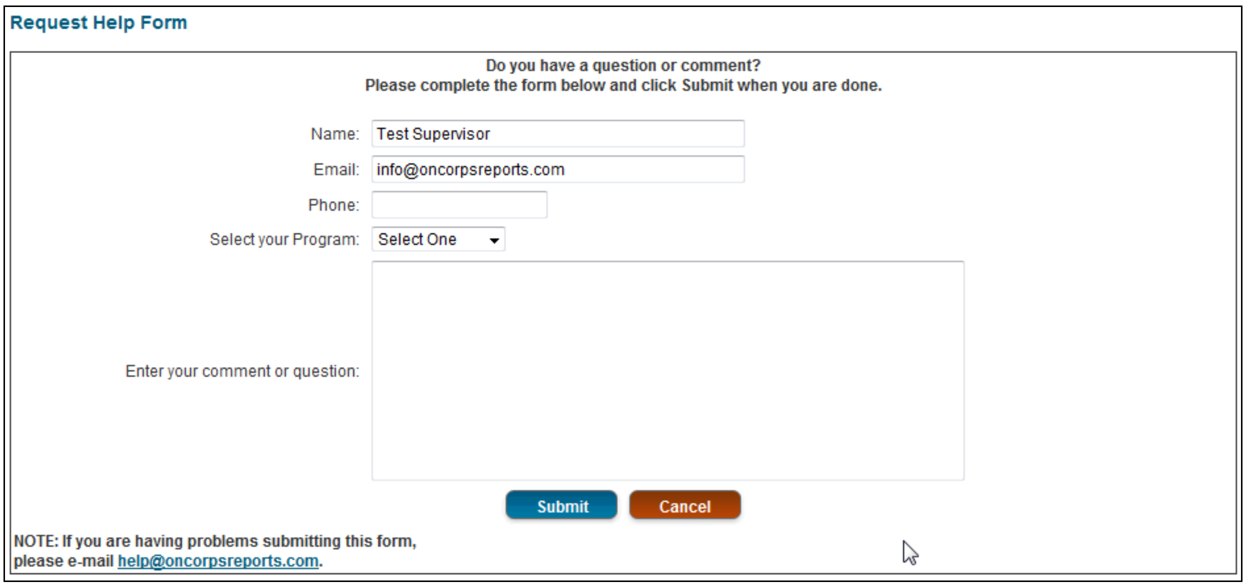
3. Q. My member says they submitted a timesheet, but I'm not seeing a notice on my notifications page-how can I check to see if the timesheet came in?
   A. Go to Add to/Update and click on Members. Click on the Progress Report button and then click on the Approve/Review Member Time Sheets option. Any timesheets that have been submitted will show up in the drop down menu. You can also check by going to Member Hours, click on Member Timesheets, and then use the filters to see if the member submitted the timesheet.

4. Q. How do I enter in my In-Kind Hours/Supervisor Timesheet?
   A. Go to Add to/Update and click on In-Kind Hours. Choose the time period for your hours from the drop down menu. Make sure you have entered your loaded hourly wage into the box at the top of the timesheet. You only need to enter in your loaded hourly wage once; it will carry over to each successive timesheet. Enter

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.



Request Help Form

Do you have a question or comment?
Please complete the form below and click Submit when you are done.

Name: Test Supervisor
Email: info@oncorpsreports.com
Phone:
Select your Program: Select One
Enter your comment or question:

Submit Cancel

NOTE: If you are having problems submitting this form, please e-mail help@oncorpsreports.com.