

4m. Member Timesheets

Nevada Volunteers requires that all programs use OnCorps as the official timekeeping system for members. Programs are required to ensure that time and attendance recordkeeping is conducted by AmeriCorps members. Time logs must be completed by members and approved by host site supervisors and/or program directors in the OnCorps online timekeeping system on a regular basis. Program directors must set up the OnCorps time tracking system and instruct members so that they separately record time spent on service, fundraising, and training correctly. OnCorps regularly offers training webinars and tutorials can be found on the website under the *Help* menu tab. Members must maintain their own timekeeping account and password and enter their hours directly. Site supervisors must also have an OnCorps account so that the individual directly overseeing the member's service is the one to approve the timesheets in OnCorps. Program Directors must then review all timesheets and provide final approval of timesheets within 30 days.