



OnCorps - Service Log Creation Instructions (Rev. 7.2016)

This guidance provides you with step-by-step instructions for setting-up the Service Log template for your program and members. Please note that the Service Log template cannot be changed or altered in any way once a single member has submitted a Service Log. These instructions walk you through how to set-up the template based on Nevada Volunteers recommendations. The goal is to simplify the Service Logs and prevent possible user error by members. If you would prefer to have more details in the Service Log including time-in/out, vacation, etc. there is another option for that. Please contact Nevada Volunteers if you would like to consider other options.

Tools--> Administrative Tools --> Timesheet Setup

1. Select the **STANDARD** timesheet option and proceed by clicking **SAVE**.
2. Select "**include boxes for members...**" as members will need to provide an activity description if they choose "other." Choosing "other" should be very rare. They will select from a variety of primary or secondary duty options as noted below to simplify activity reporting and will not need to provide a description in most cases.

Timesheet Options

Select line-by-line description preference:

Include boxes for members to explain category selection in greater detail

Exclude description boxes on timesheets (members will still have a comments box)

3. Select "**write customized supervisor...**" option for approval/rejection and use the language noted below for the customized text.

Select supervisor approval language option:

Use default approval/rejection text.


- 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)

Write customized supervisor approval text.

Timesheet Approval Agreement Text:

I have reviewed and approve this service log and confirm that the hours noted excludes time take for lunch breaks.

2886 characters left



Timesheet Rejection Text:

I have reviewed and DO NOT approve this service log.

3000 characters left

4. Add the sub-categories to include Primary Service Duties and Secondary Service Duties, likewise with Training, as shown below. This step is important because it reduces the need to enter descriptions of daily activities on the Service Logs. Members must be knowledgeable about their primary and secondary service duties outlined in their individual Member Position Descriptions in order to classify their duties appropriately.

Service #1	Primary Service Duties
Service #2	Secondary Service Duties
Service #3	Other - Please describe below
Service #4	
Training #1	Training - Primary Duties
Training #2	Training - Secondary Duties
Training #3	Other - Please describe below
Training #4	

5. Click Save and Setup Timesheet dates

6. Set-up dates to coincide with the first day of your organization's pay period during which the member will start as well as the final day of the period during which the member will finish service. Enter all other items based on your internal pay period schedule. Click "continue" and double check that your pay periods and due dates are correct.

Timesheet Dates

Instructions for setting up the Timesheet Dates

1. Enter the start date for the beginning of the program year. If you need your weeks to start on a certain day of the week, for example, Sunday to Saturday, and your program starts on a Tuesday, Set the Start Date for the Sunday before the program start date. If you are going to do a monthly timesheet you MUST set the start date to the 1st of the month. If you are doing a Twice Per Month Timesheet, you MUST set the start date as the 1st or the 16th.
2. Enter the end date for the whole program year, not just the first period.
3. Select the interval for the timesheets. You can choose Weekly, Bi-Weekly, Monthly, or Twice Per Month (1-15th and 16th-End of month)
4. Choose the Due Date for your timesheet periods. This is how many days after the period ends that the timesheet will be due. For example, the period ends on the 15th, and you set this to 3 days it will be due on the 18th.

Entering Timesheet Dates for program: **Timesheet**

NOTE: Any changes made will overwrite previous timesheet dates for this program

Enter Starting Date:	<input type="text" value="08/31/2014"/>
Enter Ending Date:	<input type="text" value="08/29/2015"/>
Timesheet Period Duration:	<input type="text" value="Weekly"/>
Due Date Interval:	<input type="text"/> # of days after the last day in payroll period
Supervisor Approval Due Date Interval:	<input type="text"/> # of days following Member's "due date" <i>(leave blank if you are not enforcing supervisor approval due dates)</i>
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	

7. You are now done. As noted above, you cannot change your template once a single individual member has completed a Service Log so please be sure the template includes everything as instructed.