

# Nevada Volunteers: Program Member Timesheet Set-Up in OnCorps

## Getting Started with Timesheet Set Up:

1. Login to your AmeriCorps program account at <https://nv.oncorpsreports.com/>
2. Use the navigation bar at the top of the page to navigate to Tools> Administrative Tools> Timesheet Set Up (see photo below)
3. There are 5 tabs in Timesheet Set up: Format, Preferences, Categories, Dates, and Review Sample

## Format:

1. Select the “Standard” timesheet set up and click “Save and Next” to continue

Preferences:

1. Fields- Select to Include Daily Descriptions
2. Supervisor Approval Language- you may use default wording or may choose to create your own response to member timesheets.
3. Certification Language- you may choose to not display text or to customize according to your preference

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HOME TOOLS MANAGE RECORDS REPORTING FINANCIALS TIME TRACKING DIRECTORIES CALENDAR HELP

Format Preferences Categories Dates View Sample

### Fields

Include Exclude

Daily Descriptions

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### Supervisor Approval Language

Default Language

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

Use default supervisor approval language

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### Certification Language

Do not display certification

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Write custom certification text

characters left

Save Save And Next Cancel

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Categories:

1. Select the Category Type (Fundraising, Service, or Training) and write the description of the subcategory within.
2. Sub-categories for Service **must** be labeled as: primary, secondary, and other service activities.

3. Sub-categories for training **must** include: pre-service orientation, primary, secondary, and other training activities.
4. Include one category for fundraising
5. Check the “Current Categories” section at the bottom of the page is accurate to the above category needs (see below for example)
6. Select Save and Next to move on to next step

See the photos below for set up of timesheet categories, the labeling for “category name” is important for compliance with CNCS documentation

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Format Preferences **Categories** Dates View Sample

**Add Subcategories**

Category Type: Service | Category Name: Other Duties-Please Describe | Add

**Current Categories**

Category Type	Category Name	
Service	Primary Service Duties	Delete
Service	Secondary Service Duties	Delete

**Current Categories**


Category Type	Category Name	
Service	Primary Service Duties	Delete
Service	Secondary Service Duties	Delete
Service	Other Duties-Please Describe	Delete
Category Type	Category Name	
Training	Pre-Service Orientation	Delete
Training	Training- Primary Duties	Delete
Training	Training- Secondary Duties	Delete
Training	Training- Other Duties- Please Describe	Delete
Category Type	Category Name	
Fundraising	Approved Fundraising	Delete


Dates:


1. Select the appropriate start date and end date for your program Grant Year
2. Timesheet Period duration (weekly, bi-weekly, etc.)- is up to the discretion of the program
3. Member due date interval time period- is up to the discretion of the program depending on the turn around time and pay period structure set up.
4. Supervisor Approval Date Interval should be **less than 30 days** to be compliant with CNCS guidelines
5. OnCorps will populate a date chart for you to check with the dates input. (see below)
6. Select Save and Next to see the final step of timesheet set up


Entering Timesheet Dates for program:


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


Start Date 




End Date 



Timesheet Period Duration 

Member Due Date Interval 

Supervisor Approval Date Interval 

08/24/2020	09/06/2020	09/13/2020	Sunday	09/27/2020	Sunday
09/07/2020	09/20/2020	09/27/2020	Sunday	10/11/2020	Sunday
09/21/2020	10/04/2020	10/11/2020	Sunday	10/25/2020	Sunday
10/05/2020	10/18/2020	10/25/2020	Sunday	11/08/2020	Sunday
10/19/2020	11/01/2020	11/08/2020	Sunday	11/22/2020	Sunday
11/02/2020	11/15/2020	11/22/2020	Sunday	12/06/2020	Sunday
11/16/2020	11/29/2020	12/06/2020	Sunday	12/20/2020	Sunday
11/30/2020	12/13/2020	12/20/2020	Sunday	01/03/2021	Sunday
12/14/2020	12/27/2020	01/03/2021	Sunday	01/17/2021	Sunday
12/28/2020	01/10/2021	01/17/2021	Sunday	01/31/2021	Sunday
01/11/2021	01/24/2021	01/31/2021	Sunday	02/14/2021	Sunday
01/25/2021	02/07/2021	02/14/2021	Sunday	02/28/2021	Sunday
02/08/2021	02/21/2021	02/28/2021	Sunday	03/14/2021	Sunday
02/22/2021	03/07/2021	03/14/2021	Sunday	03/28/2021	Sunday
03/08/2021	03/21/2021	03/28/2021	Sunday	04/11/2021	Sunday
03/22/2021	04/04/2021	04/11/2021	Sunday	04/25/2021	Sunday
04/05/2021	04/18/2021	04/25/2021	Sunday	05/09/2021	Sunday
04/19/2021	05/02/2021	05/09/2021	Sunday	05/23/2021	Sunday
05/03/2021	05/16/2021	05/23/2021	Sunday	06/06/2021	Sunday

You may now view the sample of your timesheet as members will see it. (See below)

Format | Preferences | Categories | Dates | **View Sample**

Your timesheet setup is now complete, please review your setup below.  
You can return to any tab and edit your settings as necessary

Accompaniment is controlled in each member record, using the Accompaniment Required? field. If this is set to No, it will not show for the member.

Mon May 04		Training				Service			Total
Day	Fund raising	Pre-Service Orientation	Training- Primary Duties	Training- Secondary Duties	Training- Other Duties- Please Describe	Primary Service Duties	Secondary Service Duties	Other Duties-Please Describe	Total Hours
Mon May 04									0
Description and Accompaniment		<input type="text"/> <input type="text"/> characters left <input type="checkbox"/> N/A <input type="text"/> Enter Accompanier Name							
Tue May 05									1
Description and Accompaniment		<input type="text"/> <input type="text"/> characters left <input type="checkbox"/> N/A <input type="text"/> Enter Accompanier Name							