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

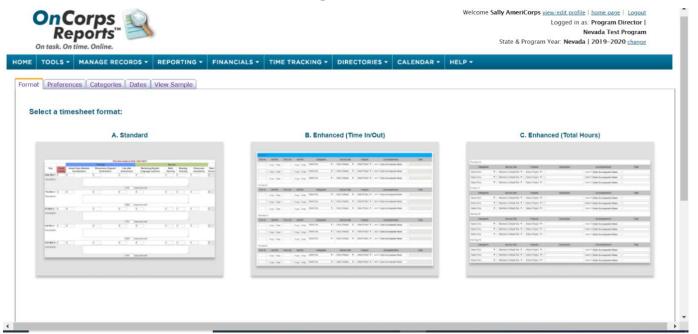
### Getting Started with Timesheet Set Up:

- 1. Login to your AmeriCorps program account at <a href="https://nv.oncorpsreports.com/">https://nv.oncorpsreports.com/</a>
- 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



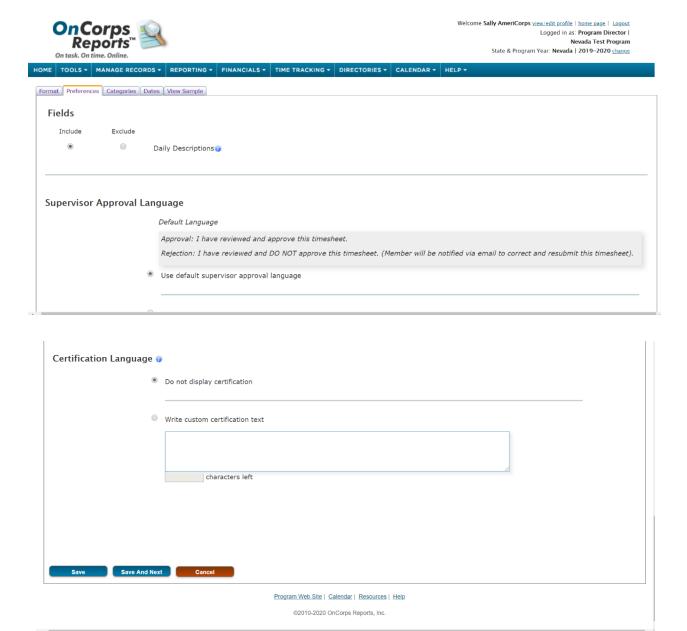
#### Format:

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

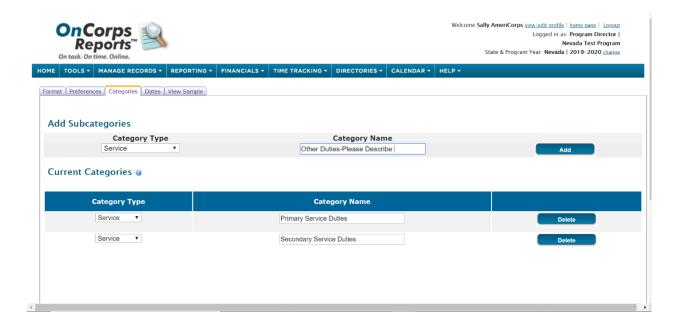


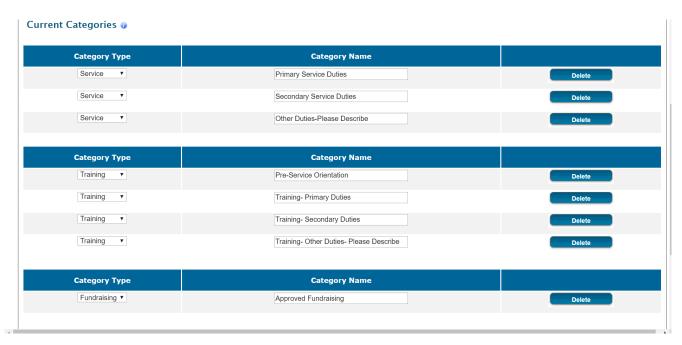
# Categories:

- 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

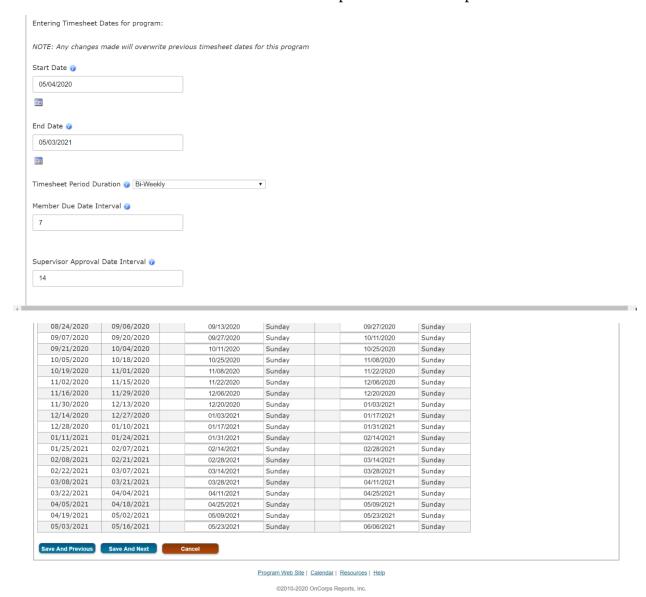
See the photos below for set up of timesheet categories, the labeling for "category name" is important for compliance with CNCS documentation





### 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



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

	Accompanime	ent is controlled	You ca	n return to any tab and	olete, please review your set d edit your settings as neces eniment Required? field. If th	sary	rill not show for the r	nember.	
Mon May 04									
Day	Fund raising	Pre-Service Orientation	Training- Primary Duties	Training Training- Secondary Duties	Training- Other Duties-	Primary Service	Service Secondary Service Duties	Other Duties-Please Describe	Total Total Hours
Mon May 04									0
Description and Acccompaniment					charac	ters left			
				N/A Enter Accon	npanier Name				
Tue May 05									1
Description and Acccompaniment									
					charac	ters left			