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

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

Entering Timesheet Dates for program:

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

Start Date
05/04/2020

End Date
05/03/2021

Timesheet Period Duration   Bi-Weekly

Member Due Date Interval
7

Supervisor Approval Date Interval
14

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

Save And Previous   Save And Next   Cancel

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

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
				Training			Service		Total
Mon May 04									0
Description and Acccompaniment					characters left				
				N/A☐ Enter Accompanier Name					
Tue May 05									1
Description and Acccompaniment					characters left				
				N/A☐ Enter Accompanier Name					