

## **2011-2012 Compass and Literacy\* AmeriCorps Service Log Policies and Instructions**

Compass and Literacy\* AmeriCorps members use the OnCorps system to electronically complete and submit service logs. Each member, site supervisor, and program coordinator has a secure log in with a unique password. Below are the policies that must be followed when completing and submitting service logs as well as instructions for using the system.

### **Overview**

Members may only claim service hours for activities that fall within the program design, follow all policies laid out in these instructions, the Handbook and Member Agreement, and are not prohibited activities. *When a member signs a service log they are certifying that all hours claimed fall within the program guidelines, are appropriate and allowable, and they were not engaging in prohibited activities.*

Service site supervisors will review the member's signed and locked log for accuracy. After reviewing for accuracy, the site supervisor will approve the log. Program coordinators will also have site supervisor status so that they can review and approve member logs as well.

Users may not share log in information. Each individual user must have (and use) a unique user name and password.

### **Service Hours**

Members input daily hours divided into three board categories:

1) **Fundraising**: Members may raise funds directly in support of service activities. Examples of fundraising activities members may perform include, but are not limited to: seeking book donations for a literacy program, writing a grant proposal to secure resources to support a volunteer training, securing supplies and equipment to enable volunteers to provide literacy services, and seeking donations for service projects.

Examples of fundraising activities that members should **not** perform include: raising funds for his/her living allowance, raising funds for an organization's operating expenses or endowment, writing grant proposals for any funding provided by the Corporation for National and Community Service, and writing grant proposals for funding provided by any federal agency.

\*No more than 10% of a member's hours can be spent in fundraising

2) **Training:** Training hours include any time that a member receives training; this could be an AmeriCorps planned training/meeting, training they attend at the service site, or outside training (such as a workshop, conference, on-line training course).

\*No more than 20% of a member's hours can be spent in training.

3) **Direct Service:** within the Direct Service category there are 4 sub-categories:

1) **Teaching/Tutoring:** Time spend directly interacting with students providing teaching/tutoring in areas including ABE, GED, ESL, computer classes, financial literacy, children's literacy, job readiness, employment, and life skills.

2) **Case Management/Transitioning:** Time spent directly interacting with students/clients, seeking out resources for students/clients, or performing duties related to providing case management and transitioning support to clients/students. Transitioning services include both education and vocational.

3) **Lesson Planning/ Service Responsibilities:** Time spent preparing for lessons, completing paperwork related to your students/clients (such as quarterly reports) or AmeriCorps (such as service logs), meetings you attend at your service site (such as a staff meeting or a meeting with your site supervisor), and other duties related to your service position (such as service project planning and participation).

4) **Volunteer Recruitment/Community Outreach:** Time spent recruiting volunteers and time spent doing outreach for either your service site or AmeriCorps (for example – hanging flyers, manning a table at an event, etc).

### **Daily Hours Served Policy**

In general members should be serving around 8 hours per day on average. Daily hours will fluctuate based on situations, but members should not be serving excessive hours in a day. Therefore, when a member serves 10 hours or more in a day he/she must provide an explanation in the 'description' area of the service log.

### **Pre-Approval Policy**

All hours not served at the member's service site or official AmeriCorps functions should be pre-approved by the program coordinator. The pre-approval does not need to be a formal; it may be informal approval via conversation or email. The pre-approval process should be determined on a local level by each program coordinator.

### **User Roles**

**Program Coordinators:** Program coordinators will be 'Program Directors' in the system. Each program director will be responsible for inputting and updating site specific information relating to service site locations, service site supervisors, and members. Program coordinators will also have accounts as site supervisors to enable them to approve member logs.

Site Supervisors: Site supervisor have access only to the member(s) assigned to them and are able to view and approve logs.

Members: Members complete service logs and have the ability to edit logs up to the point that the log is signed. After signing a log, a member will need the program director to unlock a log in order to make any changes.

# INSTRUCTIONS

All users will access the system via: <http://gplc.oncorpsreports.com/>

The first screen is below.

Step 1: Log in to your account by first selecting the current program year.

**OnCorps Reports™**  
On task. On time. Online.

Home Features FAQ Order Support Contact About Us

### How to Log In to OnCorps Reports™!

Step 1- Select Program Year (**Current Program Year is 2009-2010 or ARRA...**)

Step 2- Login as Commission Staff, Program Director, Site Supervisor, Regional Coordinator or Americorps Member

Step 3- Review Notifications Page Messages

Step 4- Use the main menus to enter records, or find reports that have been submitted or need to be submitted (e.g. Reporting: Submit –or Review)

### Are you seeing this popup message?

Follow these instructions if you see a pop-up message when you view this page.

Our recent update, which included installation of Google Translate, is the reason this message is showing. There is a small issue with Google translate that Google is aware of, and is working to resolve. It poses no threat to security or data integrity. Here's the fix:

Related Employees & Tools: Internet Options and disabling the Security Tab

### Log In to your account

Please select your program year:

Select One

Submit

### Getting Ready for PY 2010-2011

- We have added the new service year to the OnCorps Reports system. **Make sure to select the current year (2009-10 and ARRA) to enter time sheets and reports until your new program year begins...**
- Commission staff can now use TOOLS > ADMIN TOOLS> COPY PROGRAM DATA to activate 2010-2100 programs. Once your programs are moved to the new year, you can make INACTIVE any programs and user accounts no longer in your portfolio.
- New Programs: send any new logos you need added to your state's portal page to [help@oncorpsreports.com](mailto:help@oncorpsreports.com)—include your name, state and program.
- Payroll periods (time sheet dates): All programs will need to set up new

Step 2: Find your program in the list. Then select the link for your user role.

Participating Programs : 2010-2011

[National Direct Staff Login](#)

**Compass AmeriCorps and Literacy\* AmeriCorps Pittsburgh**  
[Program Director](#)  
[Site Supervisor](#)  
[AmeriCorps Member](#)

**Literacy\* AmeriCorps Dayton**  
[Program Director](#)  
[Site Supervisor](#)  
[AmeriCorps Member](#)

**Literacy\* AmeriCorps DC**  
[Program Director](#)  
[Site Supervisor](#)  
[AmeriCorps Member](#)

**Literacy\* AmeriCorps Los Angeles**  
[Program Director](#)  
[Site Supervisor](#)  
[AmeriCorps Member](#)

**Literacy\* AmeriCorps New Orleans**  
[Program Director](#)  
[Site Supervisor](#)  
[AmeriCorps Member](#)

**Demo Programs : 2010-2011**

**Test Program**  
[Program Director](#)  
[Site Supervisor](#)  
[AmeriCorps Member](#)

Step 3: Log in by entering your username and password.

WEB SITE | RESOURCES

**Login to OnCorps Reports**

**OnCorps Reports™**  
*On task. On time. Online.*

Username:

Password:

Forgot your password?  
Enter your e-mail address below and your login name and password will be e-mailed to you.

Email:

If you forget your username or password request it here.

## PROGRAM DIRECTOR

The first screen seen by program directors after logging in is below:


The screenshot shows the OnCorps Reports homepage. At the top left is the logo "OnCorps Reports™" with the tagline "On task. On time. Online." and a magnifying glass icon. At the top right, it says "Welcome Elizabeth Rivera" with links for "view/edit profile" and "logout". Below that, it says "Logged in as: Program Director | Compass AmeriCorps and Literacy\*AmeriCorps Pittsburgh" and "State & Program Year: Literacy\*AmeriCorps | 2010-2011" with a "change" link. A navigation bar contains "HOME", "MANAGE RECORDS", "TIME TRACKING", "DIRECTORIES", and "HELP". Below the navigation bar, there is a "Home" link, a "Welcome Elizabeth" message, and a "Page Tools" button with "Help" and "Create PDF" options. At the bottom, there are links for "Program Web Site", "Calendar", "Resources", and "Help", along with a "Select Language" dropdown and a "Powered by Google™ Translate" notice.

To input program, service site, supervisor, and member information use the Manage Records tab.

This screenshot is identical to the one above, but the "MANAGE RECORDS" dropdown menu is open, showing a list of options: "Program Information", "Service Sites", "Site Supervisors", "Members", and "Prospective Members". A black arrow points from the text above to the "MANAGE RECORDS" tab in the navigation bar.

## Program Information Section

The top portion of the page allows you to update program information, such as address, phone number, etc. This information has been filled in for you by the national coordinator. You do not need to add any additional information (such as Federal Grant Number or other blank areas). You may update the information as necessary but do not alter the Grant Start or End Date.

HOME	MANAGE RECORDS ▾	TIME TRACKING ▾	DIRECTORIES ▾	HELP ▾	
<a href="#">Home</a> > <a href="#">Manage Records</a> > <a href="#">Program Information</a>				Page Tools  Help	
<b>Program Information</b>					
Program Name:	Compass AmeriCorps and Literacy*AmeriCorps Pittsbu				
Legal Applicant:	GPLC				
Program Short Name:	Literacy*AmeriCorps Pittsburgh				
Federal Grant Number:	<input type="text"/>				
Grant Start Date:	08/24/2010	<input type="text" value="9"/> (mm/dd/yyyy)	Grant End Date:	08/23/2011	<input type="text" value="9"/> (mm/dd/yyyy)
DUNS Number:	<input type="text"/>		EIN:	<input type="text"/>	
Program Web Service Site: (include http://)	<input type="text"/>		Account Number:	<input type="text"/>	
Contact Email:	mwalko@gplc.org				
Primary Contact:	MaryRose Walko : Program Coordinator (Compass AmeriCorps and Literacy*AmeriCorps Pittsburgh) ▾				
Secondary Contact #1:	Julie Walker : (Compass AmeriCorps and Literacy*AmeriCorps Pittsburgh) ▾				
Secondary Contact #2:	Select One ▾				
Secondary Contact #3:	Select One ▾				
Number of Applicants:	0				
Address:	100 Sheridan Square	Address 2:	<input type="text"/>		
City:	Pittsburgh	County:	Select One ▾		
State:	Pennsylvania ▾	Zip:	15206		
Phone:	<input type="text"/> <input type="text"/> <input type="text"/> Ext. <input type="text"/>	Fax:	<input type="text"/> <input type="text"/> <input type="text"/>		
Cell:	<input type="text"/> <input type="text"/> <input type="text"/>	Time Zone:	Select One ▾		
<b>Timesheet Dates</b>					
Use this <a href="#">link</a> to enter timecard information.					

**The bottom portion of the page, 'Timesheet Dates', is for the national coordinator's use only. Program directors may not edit this section.**


Phone:	<input type="text"/>	Ext.:	<input type="text"/>	Fax:	<input type="text"/>
Cell:	<input type="text"/>	Time Zone:	Select One ▾		
<b>Timesheet Dates</b>					
Use this <a href="#">link</a> to enter timecard information.					
<b>Timesheet Training Categories</b>					
Training Category #1:	Training		Training Category #2:	<input type="text"/>	
Training Category #3:	<input type="text"/>		Training Category #4:	<input type="text"/>	
<b>Timesheet Service Categories</b>					
Service Category #1:	Teaching/Tutoring		Service Category #2:	Lesson Planning/Service Sit	
Service Category #3:	Case Mgmt/Transitioning		Service Category #4:	Volunteer Recruitment/Com	
<input type="button" value="Save and Print"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>					

[Program Web Site](#) | [Calendar](#) | [Resources](#) | [Help](#)  
 ©2010 Settanni+Co., Inc.  
 Select Language ▾  
 Powered by Google™ Translate

### Service Sites Section

Program directors must input service site information in this section.

Step 1: Click 'add a new service site'



**OnCorps Reports™**  
On task. On time. Online.

Welcome Elizabeth Rivera [view/edit profile](#) | [logout](#)  
 Logged in as: Program Director | Compass AmeriCorps and Literacy®AmeriCorps Pittsburgh  
 State & Program Year: Literacy®AmeriCorps | 2010-2011 [change](#)

HOME
MANAGE RECORDS ▾
TIME TRACKING ▾
DIRECTORIES ▾
HELP ▾

[Home](#) > [Manage Records](#) > [Service Sites](#)

Page Tools
? Help
📄 Create PDF

**Service Sites**

Add a New Service Site

Name	Program Director	Status	Address	
GPLC Downtown	MaryRose Walko	Active	311 7th ave	<input type="button" value="Edit"/>

[Program Web Site](#) | [Calendar](#) | [Resources](#) | [Help](#)  
 ©2010 Settanni+Co., Inc.  
 Select Language ▾  
 Powered by Google™ Translate



Step 2: Fill in the information about the service site. Indicated below are the sections you may leave blank.

Home > Manage Records > Service Sites

Page Tools ? Help Create PDF

### Service Sites

Site Name:	<input type="text"/>		
Site Short Name:	<input type="text"/>		
Status:	<input checked="" type="radio"/> Active <input type="radio"/> Inactive	Hide Service Site?:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Program Director:	Select One		
Funding Source:	<input type="text"/>		
MSY's:	FT: <input type="text"/> 0	HT: <input type="text"/> 0	RHT: <input type="text"/> 0
	QT: <input type="text"/> 0	MT: <input type="text"/> 0	
School District:	Select One		
Legislative House District:	Select One		
Federal Congressional District:	Select One	<a href="#">Click here</a> to find the congressional district for your Service Site.	
Contact Email:	<input type="text"/>		
Address:	<input type="text"/>	Address 2:	<input type="text"/>
City:	<input type="text"/>	County:	Select One
State:	Select One	Zip:	<input type="text"/>
Phone:	<input type="text"/>	Fax:	<input type="text"/>
Ext.	<input type="text"/>		
Cell:	<input type="text"/>		

Save and Print Save Cancel

[Program Web Site](#) | [Calendar](#) | [Resources](#) | [Help](#)  
©2010 Settanni+Co., Inc.  
Select Language  
Powered by Google Translate

These can be left blank.

These can be left blank.

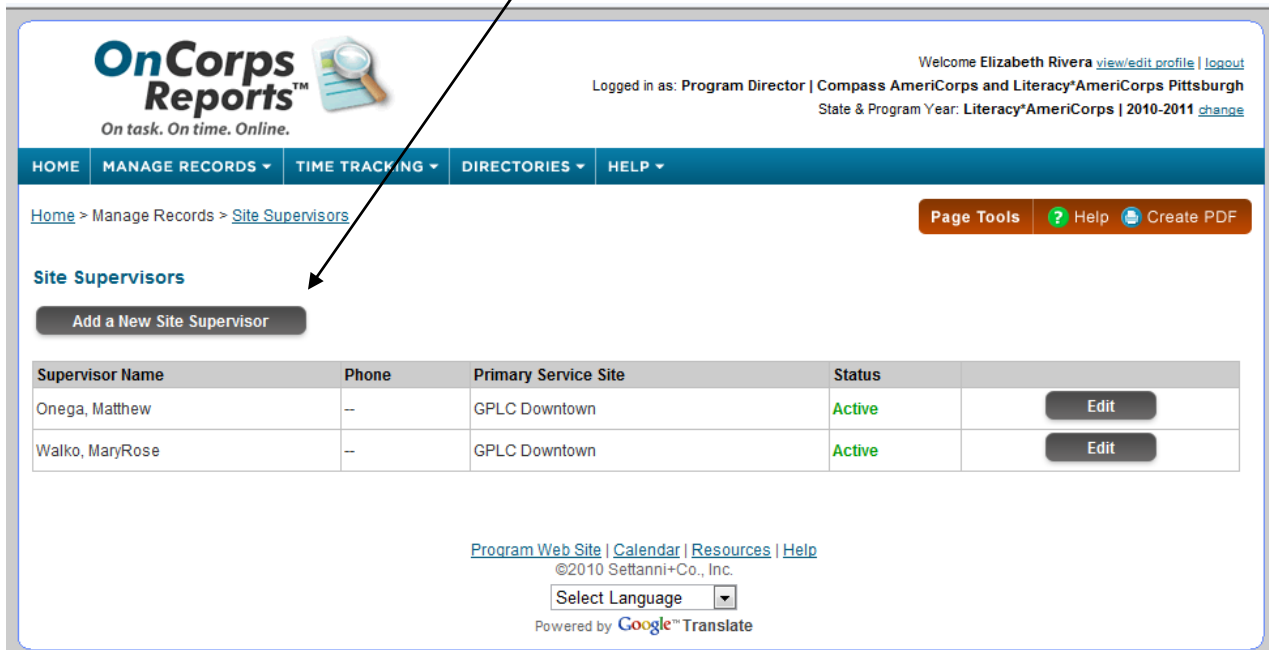
Step 3: Save.

## Site Supervisors section

Program directors must input information for each site supervisor.

Each program director must also be a site supervisor. Remember to make yourself a site supervisor account.

Step 1: Click 'add a new site supervisor'.



The screenshot shows the OnCorps Reports interface. At the top left is the logo "OnCorps Reports™" with the tagline "On task. On time. Online." and a magnifying glass icon. The top right shows a user greeting: "Welcome Elizabeth Rivera" with links for "view/edit profile" and "logout". Below this, it says "Logged in as: Program Director | Compass AmeriCorps and Literacy\* AmeriCorps Pittsburgh" and "State & Program Year: Literacy\* AmeriCorps | 2010-2011" with a "change" link.

The main navigation bar includes: HOME, MANAGE RECORDS, TIME TRACKING, DIRECTORIES, and HELP. Below the navigation bar is a breadcrumb trail: Home > Manage Records > Site Supervisors. To the right of the breadcrumb are "Page Tools", "Help", and "Create PDF" buttons.

The "Site Supervisors" section features a prominent "Add a New Site Supervisor" button. Below this is a table with the following data:

Supervisor Name	Phone	Primary Service Site	Status	
Onega, Matthew	--	GPLC Downtown	Active	Edit
Walko, MaryRose	--	GPLC Downtown	Active	Edit

At the bottom of the page, there are links for "Program Web Site", "Calendar", "Resources", and "Help". Below these is the copyright notice "©2010 Settanni+Co., Inc." and a "Select Language" dropdown menu. At the very bottom, it says "Powered by Google™ Translate".

Step 2: Fill in the information.

Service site locations must be inputted first so that you can assign a supervisor to a site.

Reports  
On task. On time. Online.

State & Program Year: Literacy\*AmeriCorps | 2010-2011 [change](#)

HOME | MANAGE RECORDS ▾ | TIME TRACKING ▾ | DIRECTORIES ▾ | HELP ▾

[Home](#) > [Manage Records](#) > [Site Supervisors](#)

Page Tools ? Help Create PDF

### Site Supervisors

First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Title:	<input type="text"/>		
Status:	<input checked="" type="radio"/> Active <input type="radio"/> Inactive		Hide Site Supervisor?: <input type="radio"/> Yes <input checked="" type="radio"/> No
Primary Service Site:	Select One ▾		
Email:	<input type="text"/>		
Address:	<input type="text"/>	Address 2:	<input type="text"/>
City:	<input type="text"/>	County:	Select One ▾
State:	Select One ▾	Zip:	<input type="text"/>
Phone:	<input type="text"/>	Ext.:	<input type="text"/>
Cell:	<input type="text"/>	Fax:	<input type="text"/>
Login:	<input type="text"/>		
Password:	<input type="text"/>	Verify Password:	<input type="text"/>

Save and Print Save Cancel

Make sure the status is 'active'

These can be left blank.

Step 3: Assign the supervisor a login and password. Make sure to write it down and share it with the supervisor.

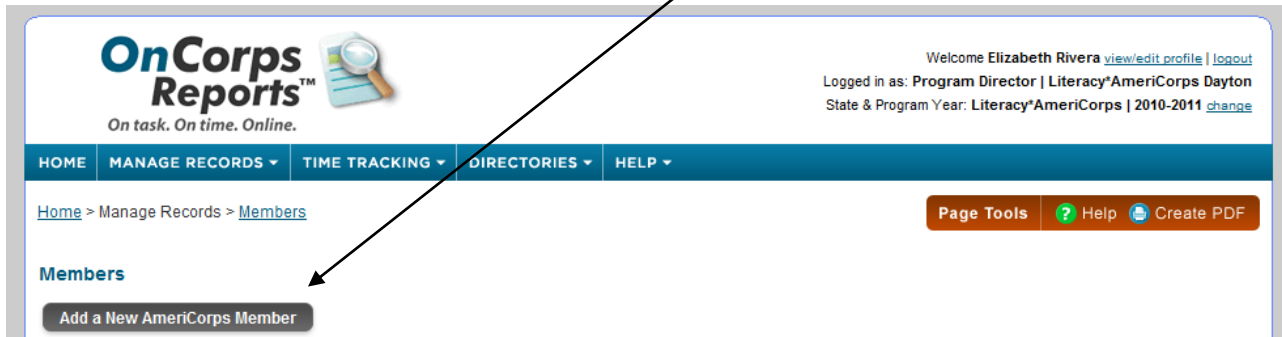
Step 4: Save.

*\* If a supervisor leaves or is no longer a supervisor, the program director must change that person's status to 'Inactive'.*

## Member section

Program directors must input information for each member.

Step 1: Click on 'add a new AmeriCorps member'.



This will bring up a Member Profile containing seven sections.

Step 2: Fill in the information. Below is a description of what information and sections must be completed.

*Section 1: Demographic Information* – this section indicates with red asterisks what information is required. You are not required to complete the other information, but may if you choose.

A screenshot of the 'Member Profile' form. The form is titled 'Member Profile' and has a legend for '\* Required field'. The 'Demographic Information' section is highlighted in grey and contains the following fields:

- \* First Name: [text input]
- \* Last Name: [text input]
- \* Email: [text input]
- \* Address: [text input]
- Address 2: [text input]
- \* City: [text input]
- County: [dropdown menu]
- \* State: [dropdown menu]
- \* Zip: [text input]
- \* Phone: [text input] Ext. [text input]
- Fax: [text input]
- Cell: [text input]
- Gender:  Male  Female
- \* Birth Date: [text input] (eg; 04/25/1982)
- Race: [dropdown menu]
- Ethnicity: [dropdown menu]
- Education Degree?:  Yes  No
- Education Level: [dropdown menu]
- Major: [text input]
- # of years of post secondary education: [text input] (value: 0)

The bottom of the form shows the start of the 'Account Information' section.

**Section 2: Account Information** – This is the most important part of entering a member. If done incorrectly the member will be unable to access his/her service logs.

Account Information	
Status: <input type="text" value="Select One"/>	Exit Date: <input type="text" value="9"/> (mm/dd/yyyy) <i>(eg; 08/31/2009)</i>
Hide AmeriCorps Member?: <input type="radio"/> Yes <input checked="" type="radio"/> No	Category: N/A
* Login: <input type="text"/>	Supported By Cost Share: N/A
* Password: <input type="text"/>	* Verify Password: <input type="text"/>
Slot Type: <input type="text" value="Select One"/>	Will AmeriCorps Member Be Serving a 2nd Year?: <input type="radio"/> Yes <input checked="" type="radio"/> No
* Service Start Date: <input type="text" value="9"/> (mm/dd/yyyy) <i>(eg; 09/01/2008)</i>	* Expected Service End Date: <input type="text" value="9"/> (mm/dd/yyyy) <i>(eg; 08/31/2009)</i>
Service Mid-Year Date: <input type="text" value="9"/> (mm/dd/yyyy) <i>(eg; 02/01/2009)</i>	Pre-OnCorps Service Hours: <input type="text" value="0"/>
Pre-OnCorps Fundraising Hours: <input type="text" value="0"/>	Pre-OnCorps Training Hours: <input type="text" value="0"/>
Service Categories	

- Status: choose 'enrolled' from the drop-down menu
- Exit date: leave blank
- Hide AmeriCorps member?: Leave as 'no'
- Login and password: create a log in and password for the member. Make sure to write it down and share with the member.
- Slot type: Choose full-time from the drop-down menu (unless approved by national coordinator to enroll a less than full-time member).
- Will AmeriCorps member be serving a 2<sup>nd</sup> year?: Leave blank at enrollment. If member does choose to serve a second year you can edit this and the system will retain the member's information.
- Service start date: Enter the member's start date.
- Expected service end date: put 07/31/2011. The date put in this box will be the date the system uses to compute average hours per week needed.
- Service mid-year date: not necessary
- Pre-OnCorps hours (next 3 boxes): If the member served hours before 9/1/10 you will enter them here. Put the total number of hours serve between 8/24-8/31, divided into the appropriate category. For example, if you had member orientation on 8/31 for 8 hours, you would put 8 in the Pre-OnCorps Training Hours box (make sure to have a paper log to back up any hours put in these boxes).

Section 3: Service Categories – leave blank.

Section 4: Supervisors - Choose the member's site supervisor from the drop-down menu.

Supervisor #1 should be the primary site supervisor, #2 should be the program coordinator, #3 and #4 may be used if the site has alternate supervisors for the member. (Supervisor information must be inputted first so they appear in the drop-down menu).

The screenshot shows a web form with the following sections and fields:

- Service Categories:**
  - Primary Service Category: None (dropdown)
  - Secondary Service Category: None (dropdown)
- Supervisors:**
  - \* Supervisor #1: Select One (dropdown)
  - Supervisor #2: Select One (dropdown)
  - Supervisor #3: Select One (dropdown)
  - Supervisor #4: Select One (dropdown)
- Miscellaneous Information:**
  - Did AmeriCorps Member participate in disaster services projects?:  Yes  No  N/A
  - Is AmeriCorps Member available for deployment in support of any disaster?:  Yes  No  N/A
  - Alumni Connection?:  Yes  No
  - Has this AmeriCorps Member been enrolled in the AmeriCorps Portal?:  Yes  No
  - Where did you hear about your AmeriCorps position?: Select One (dropdown) and Other: (text input)
- Emergency Contact Information:**
  - Emergency Contact Name: (text input)
  - Emergency Contact Relationship: (text input)
  - Emergency Contact Home Phone: (text input)
  - Emergency Contact Work Phone: (text input)
  - Emergency Contact Cell Phone: (text input)
- Member Documentation:**
  - Application:  Yes  No
  - Enrollment Form:  Yes  No
  - Eligibility Doc:  Yes  No
  - Background Check:  Yes  No  N/A
  - Member Contract:  Yes  No
  - Health Care Section Completed:  Yes  No  N/A
  - Child Care Section Completed:  Yes  No  N/A
  - Publicity Release Section Completed:  Yes  No
  - Parental Consent Form:  Yes  No  N/A
  - Exit Form:  Yes  No
  - W-4 Tax Form:  Yes  No  N/A
  - W-2 Tax Document:  Yes  No  N/A
  - Mid Year Evaluation:  Yes  No  N/A
  - End of Year Evaluation:  Yes  No

Buttons at the bottom: Save and Print, Save, Cancel.

Section 5: Miscellaneous Information: not necessary

Section 6: Emergency Contact Information – not necessary

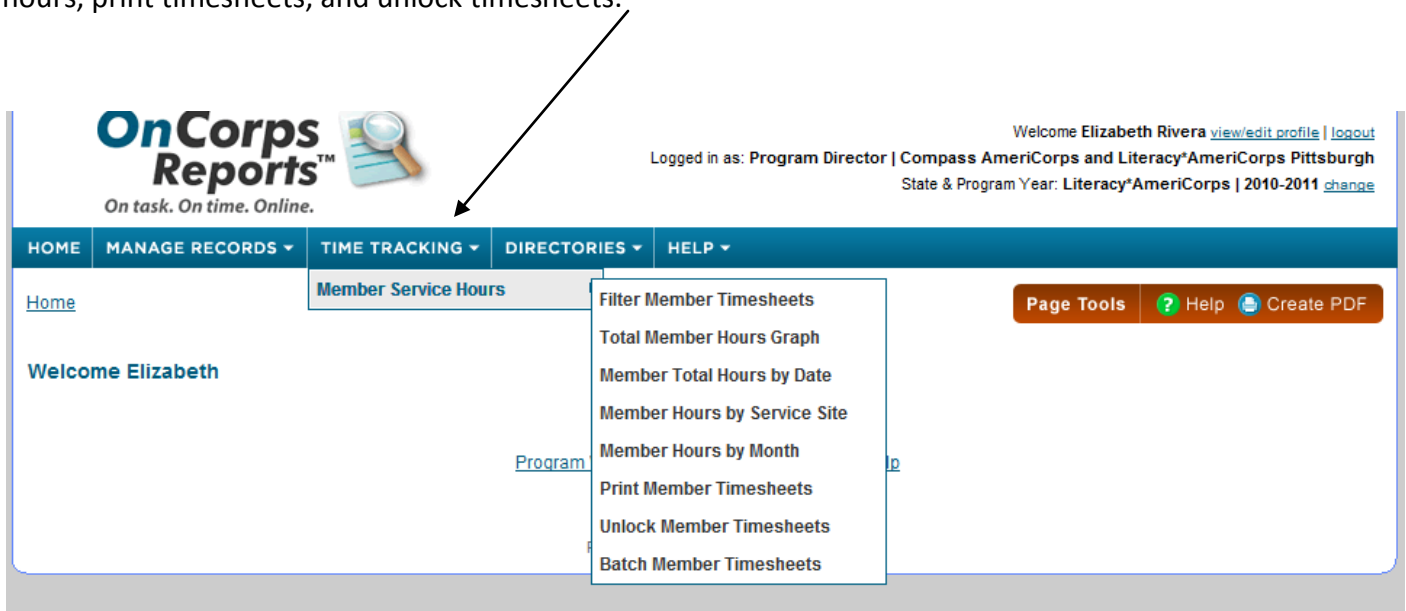
Section 7: Member Documentation – not necessary

Step 3: Save.

\* When a member is released or completes service, the program director must change that member's status accordingly.

## Time Tracking

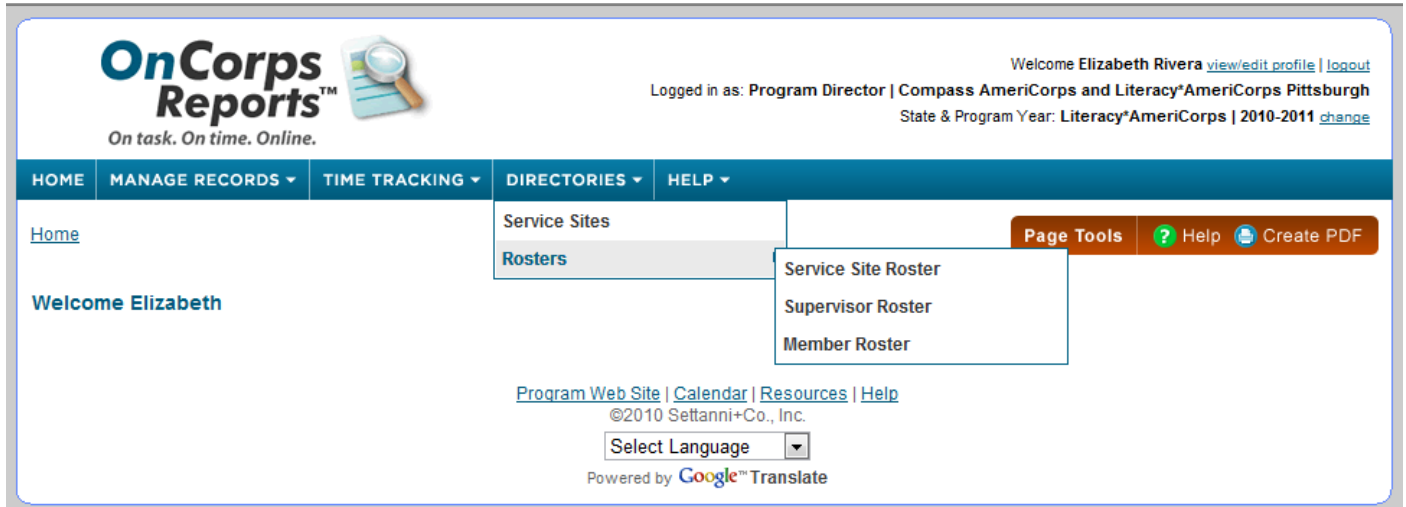
The time tracking tab allows program directors to run multiple reports related to member hours, print timesheets, and unlock timesheets.



The screenshot shows the OnCorps Reports interface. At the top left is the logo "OnCorps Reports™" with the tagline "On task. On time. Online." and a magnifying glass icon. On the top right, it says "Welcome Elizabeth Rivera" with links for "view/edit profile" and "logout". Below that, it indicates the user is logged in as "Program Director | Compass AmeriCorps and Literacy\*AmeriCorps Pittsburgh" for the "State & Program Year: Literacy\*AmeriCorps | 2010-2011" with a "change" link. A navigation bar contains "HOME", "MANAGE RECORDS", "TIME TRACKING", "DIRECTORIES", and "HELP". The "TIME TRACKING" menu is open, showing "Member Service Hours" as the selected item. A dropdown menu from "Member Service Hours" lists: "Filter Member Timesheets", "Total Member Hours Graph", "Member Total Hours by Date", "Member Hours by Service Site", "Member Hours by Month", "Print Member Timesheets", "Unlock Member Timesheets", and "Batch Member Timesheets". On the right, there are "Page Tools" (Help, Create PDF) and a "Program" link.

## Directories

The directories tab allows program directors to create site, supervisor, and member rosters.



The screenshot shows the OnCorps Reports interface with the "DIRECTORIES" menu open. The top navigation bar is the same as in the previous screenshot. The "DIRECTORIES" dropdown menu shows "Service Sites" and "Rosters" as options. The "Rosters" option is selected, and a sub-menu is displayed with "Service Site Roster", "Supervisor Roster", and "Member Roster". On the right, there are "Page Tools" (Help, Create PDF). At the bottom, there are links for "Program Web Site", "Calendar", "Resources", and "Help", along with "©2010 Settanni+Co., Inc.", a "Select Language" dropdown, and "Powered by Google™ Translate".

## Tools

This section contains some functions that may be useful.

- *Program Year Toggle* allows you to switch between program years.
- *Export Data* allows you to export certain data (such as member roster and hour totals) to other program (such as excel).
- *Supervisor Toggle* – function not part of our program design. Do not use.
- *Notification On/Off* allows you to turn off automatic notifications that appear on your home page. I recommend doing this since most of the notifications are for system functions we do not use. There are two timesheet related notifications you may want to keep on.
- *Import Members* allows you to import members. Instructions are in the link for this function.

**OnCorps Reports™**  
On task. On time. Online.

Welcome Elizabeth Rivera [view/edit profile](#) | [logout](#)  
Logged in as: Program Director | Compass AmeriCorps and Literacy\*AmeriCorps Pittsburgh  
State & Program Year: Literacy\*AmeriCorps | 2010-2011 [change](#)

HOME TOOLS ▾ MANAGE RECORDS ▾ TIME TRACKING ▾ DIRECTORIES ▾ HELP ▾

Home Administrative Tools  
Program Year Toggle  
Supervisor Toggle  
Export Data  
Notifications On/Off  
Import Members

Page Tools ? Help Create PDF

Welcome Elizabeth

[Calendar](#) | [Resources](#) | [Help](#)  
©2010 Settanni+Co., Inc.  
Select Language ▾



## **Member Instructions**

Members may only claim service hours for activities that fall within the program design, follow all policies laid out in these instructions, the Handbook and Member Agreement, and are not prohibited activities. *When a member signs a service log they are certifying that all hours claimed fall within the program guidelines, are appropriate and allowable, and that they were not engaging in prohibited activities.*

All hours not served at a service site or official AmeriCorps functions should be pre-approved by a program coordinator.

### **Service Hour Categories**

1) **Fundraising**: Members may raise funds directly in support of service activities. Examples of fundraising activities members may perform include, but are not limited to: seeking book donations for a literacy program, writing a grant proposal to secure resources to support a volunteer training, securing supplies and equipment to enable volunteers to provide literacy services, and seeking donations for service projects.

Examples of fundraising activities that members should **not** perform include: raising funds for his/her living allowance, raising funds for an organization's operating expenses or endowment, writing grant proposals for any funding provided by the Corporation for National and Community Service, and writing grant proposals for funding provided by any federal agency.

2) **Training**: Training hours include any time that a member receives training; this could be an AmeriCorps planned training/meeting, training they attend at the service site, or outside training (such as a workshop, conference, on-line training course).

3) **Direct Service**: within the Direct Service category there are 4 sub-categories:

1) **Teaching/Tutoring**: Time spent directly interacting with students providing teaching/tutoring in areas including ABE, GED, ESL, computer classes, financial literacy, children's literacy, job readiness, employment, and life skills.

2) **Case Management/Transitioning**: Time spent directly interacting with students/clients, seeking out resources for students/clients, or performing duties related to providing case management and transitioning support to clients/students. Transitioning services include both education and vocational.

3) **Lesson Planning/ Service Responsibilities**: Time spent preparing for lessons, completing paperwork related to your students/clients (such as quarterly reports) or AmeriCorps (such as service logs), meetings you attend at your service site (such as a staff meeting or a meeting with your site supervisor), and other duties related to your service position (such as service project planning and participation).

4) **Volunteer Recruitment/Community Outreach**: Time spent recruiting volunteers and time spent doing outreach for either your service site or AmeriCorps (for example – hanging flyers, manning a table at an event, etc).

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The first screen is below.

Step 1: Log in to your account by first selecting the current program year.

**OnCorps Reports™**  
On task. On time. Online.

Home Features FAQ Order Support Contact About Us

### How to Log In to OnCorps Reports™!

**Step 1-** Select Program Year (**Current Program Year is 2009-2010 or ARRA...**)

**Step 2-** Login as Commission Staff, Program Director, Site Supervisor, Regional Coordinator or Americorps Member

**Step 3-** Review Notifications Page Messages

**Step 4-** Use the main menus to enter records, or find reports that have been submitted or need to be submitted (e.g. Reporting: Submit --or Review)

### Are you seeing this popup message?

Follow these instructions if you see a pop-up message when you view this page.

Our recent update, which included installation of Google Translate, is the reason this message is showing. There is a small issue with Google translate that Google is aware of, and is working to resolve. It poses no threat to security or data integrity. Here's the fix:

Internet Explorer > Tools > Internet Options > click on the Security Tab

### Log In to your account

Please select your program year:  
Select One

### Getting Ready for PY 2010-2011







- We have added the new service year to the OnCorps Reports system. **Make sure to select the current year (2009-10 and ARRA) to enter time sheets and reports until your new program year begins...**
- Commission staff can now use TOOLS > ADMIN TOOLS> COPY PROGRAM DATA to activate 2010-2100 programs. Once your programs are moved to the new year, you can make INACTIVE any programs and user accounts no longer in your portfolio.
- New Programs: send any new logos you need added to your state's portal page to help@oncorpsreports.com-- include your name, state and program.
- Payroll periods (time sheet dates): All programs will need to set up new

Step 2: Find your program in the list. Then select the link for your 'AmeriCorps Member'.

**Participating Programs : 2010-2011**

[National Direct Staff Login](#)

**Demo Programs : 2010-2011**

	Compass AmeriCorps and Literacy*AmeriCorps Pittsburgh <a href="#">Program Director</a> <a href="#">Site Supervisor</a> <a href="#">AmeriCorps Member</a>	
	Literacy*AmeriCorps Dayton <a href="#">Program Director</a> <a href="#">Site Supervisor</a> <a href="#">AmeriCorps Member</a>	
	Literacy*AmeriCorps DC <a href="#">Program Director</a> <a href="#">Site Supervisor</a> <a href="#">AmeriCorps Member</a>	
	Literacy*AmeriCorps Los Angeles <a href="#">Program Director</a> <a href="#">Site Supervisor</a> <a href="#">AmeriCorps Member</a>	<a href="#">Program Director</a> <a href="#">Site Supervisor</a> <a href="#">AmeriCorps Member</a>
	Literacy*AmeriCorps New Orleans <a href="#">Program Director</a> <a href="#">Site Supervisor</a> <a href="#">AmeriCorps Member</a>	

Step 3: Log in by entering your username and password (given to you by your coordinator).

**Login to OnCorps Reports**

**OnCorps Reports™**  
*On task. On time. Online.*

Username:

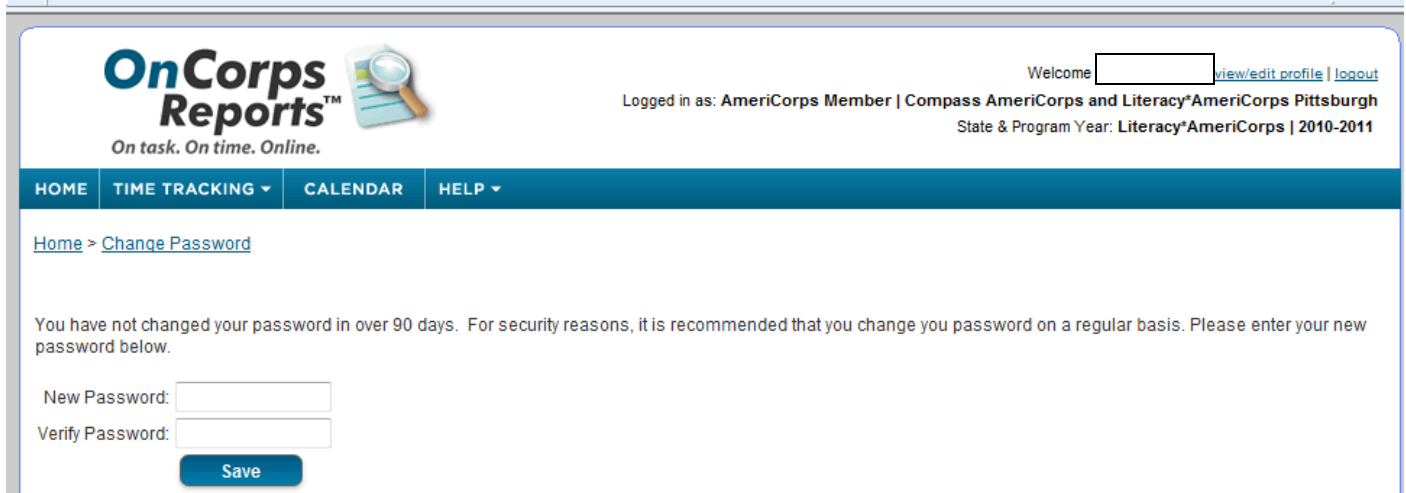
Password:

Forgot your password?  
Enter your e-mail address below and your login name and password will be e-mailed to you.

Email:

If you forget your username or password request it here.

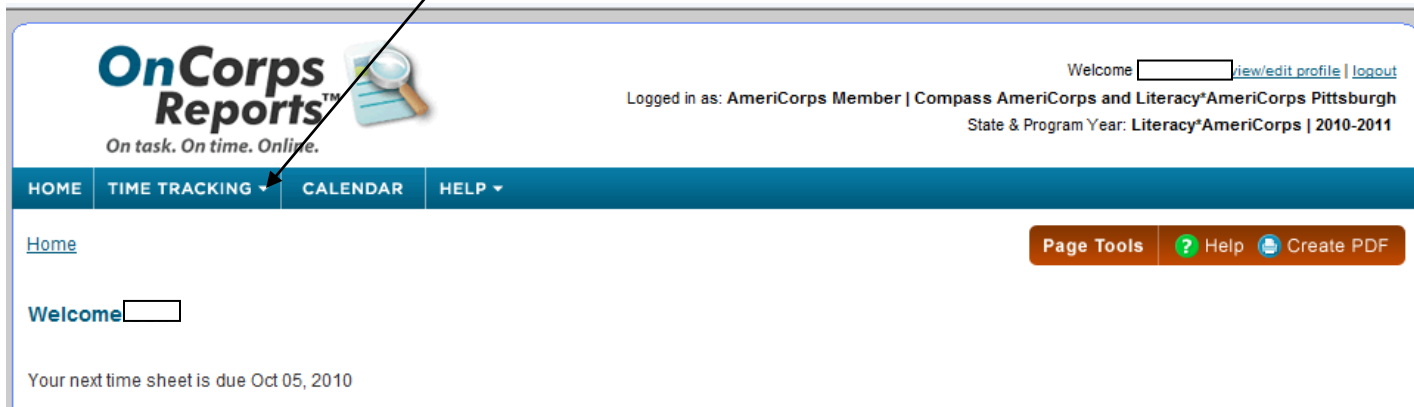
Step 4: Change your password.



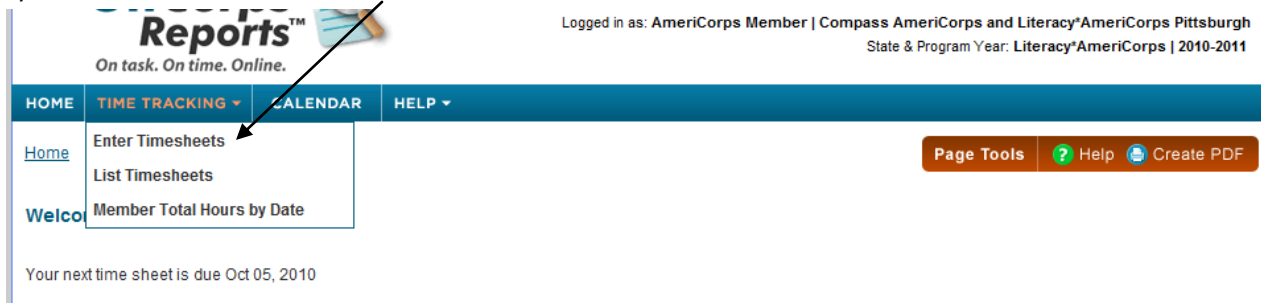
Below is the screen you will see when you first log in.

To enter hours into your service log:

1) Click the "Time Tracking" tab.



2) Click 'Enter Timesheets'



3) Using the drop-down menu, select a period (dates covered by the service log)

Reports™  
On task. On time. Online.

Logged in as: AmeriCorps Member

HOME TIME TRACKING CALENDAR HELP

Home > Time Tracking > Enter Timesheets

Enter Timesheets

Select a Period:  
SAMPLE PERIOD: 08/25/2000 - 09/07/2000 Choose

Enter Timesheets

Select a Period:  
SAMPLE PERIOD: 08/25/2000 - 09/07/2000 Choose

Select One

- SAMPLE PERIOD: 08/25/2000 - 09/07/2000
- 09/01/2010 - 09/15/2010
- 09/16/2010 - 09/30/2010
- 10/01/2010 - 10/15/2010
- 10/16/2010 - 10/31/2010
- 11/01/2010 - 11/15/2010
- 11/16/2010 - 11/30/2010
- 12/01/2010 - 12/15/2010
- 12/16/2010 - 12/31/2010
- 01/01/2011 - 01/15/2011
- 01/16/2011 - 01/31/2011
- 02/01/2011 - 02/15/2011
- 02/16/2011 - 02/28/2011
- 03/01/2011 - 03/15/2011
- 03/16/2011 - 03/31/2011
- 04/01/2011 - 04/15/2011
- 04/16/2011 - 04/30/2011
- 05/01/2011 - 05/15/2011
- 05/16/2011 - 05/31/2011
- 06/01/2011 - 06/15/2011
- 06/16/2011 - 06/30/2011
- 07/01/2011 - 07/15/2011
- 07/16/2011 - 07/31/2011
- 08/01/2011 - 08/15/2011
- 08/16/2011 - 08/31/2011

[Program Web Site](#) | [Calendar](#) | [Resource](#)  
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Select Language  
Powered by Google Translate

After picking a period (or service log), you are taken to a new page. The top part of that page looks like this:

HOME
TIME TRACKING ▾
CALENDAR
HELP ▾

[Home](#) > [Time Tracking](#) > [Enter Timesheets](#) Page Tools ? Help

**Enter Timesheets**

**Total Timesheet Hours**

Member	Status	Committed	Total	Approved	Pending	Fund Raising		Training				Service				Weeks Left	Hours Left	Avg/Wk			
						Pre	Tot	Pre	1	2	3	4	Tot	Pre	1				2	3	4
<input type="text" value=""/>	Enrolled	1700	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	44	1700	38.64

Select a Period:  
 ▾ Choose

- This will appear every time you view a log. It is a summary of your hours-to-date; showing:
- a) how many total hours you have entered into logs
  - b) how many hours have been approved or are waiting for approval (pending)
  - c) how many total hours you have served in each category
  - d) how many weeks you have left in your term
  - e) how many hours you have left to serve
  - f) how many average hours per week you need to serve in order to reach 1700 by the end of your term

Below your hour summary is your SERVICE LOG

To fill in a service log:

1) First pick who supervised you during the period. Your program coordinator's name will appear but *only check that box if your coordinator acted as your site supervisor during that period.*

If you serve at only one site then you will only pick one supervisor per time period.

If you serve at multiple sites and have multiple supervisors, you should check each person who supervised you during the time period.

You are entering time for period: 09/01/2010 - 09/15/2010

Select the person(s) who supervised you during this period:

Matthew [ ]

MaryRose Walko

Julie Walker

**This time sheet is DUE: 09/20/2010**

Day	Training			Services			Total Hours
	Fund raising	Training	Teaching/Tutoring	Lesson Planning/Service Site Responsibilities	Case Mgmt/Transitioning	Volunteer Recruitment/Community Outreach	
Wed Sep 1	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Description: <input type="text" value="1000 characters left"/>							
Thu Sep 2	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Description: <input type="text" value="1000 characters left"/>							
Fri Sep 3	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Description: <input type="text" value="1000 characters left"/>							
Sat Sep 4	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Description: <input type="text" value="1000 characters left"/>							

2) Next fill in how many hours in each day you spent serving; divide the hours into the appropriate category. Refer to the category descriptions on the first page of the instructions.

For example, if on Sep 1 you spent 3 hours teaching, 2 hours lesson planning, and 2 hours doing an online training your log would look like this:

Day	Services						Total Hours
	Fund raising	Training	Teaching/Tutoring	Lesson Planning/Service Site Responsibilities	Case Mgmt/Transitioning	Volunteer Recruitment/Community Outreach	
Wed Sep 1	0	2	3	2	0	0	7
Description:							
1000 characters left							
Thu Sep 2	0	0	0	0	0	0	0

The system will calculate your daily hour total

**Description Box:** You do not need to put anything in this box *unless you serve 10 hours or more in a day.*

In general you should be serving around 8 hours per day on average. Daily hours will fluctuate based on situations, but you should not be serving excessive hours in a day.

Therefore, if you serve 10 hours or more in a day you must provide an explanation in the 'description' area of the service log.

### 3) 'Save' or 'Authorize and Submit'

Save: this will save your log but not submit it to your supervisor. Best practice is to fill in your log everyday and save as you go.

Authorize and Submit: When your log is complete and you are ready to submit it to your supervisor for approval. This is your official signature and will lock your log. After doing this you will be unable to edit the log.



1000 characters left

		Services					
Day	Fund raising	Training	Teaching/Tutoring	Lesson Planning/Service Site Responsibilities	Case Mgmt/Transitioning	Volunteer Recruitment/Community Outreach	Total Hours
Wed Sep 15	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Description:							
		1000 characters left					
Totals:	<input type="text" value="0"/>	<input type="text" value="0"/>				<input type="text" value="0"/>	<input type="text" value="0"/>

4) After you authorize and submit your log, your supervisor will review it. A supervisor may either approve or reject a log. If a log is rejected it is because the supervisor sees a mistake or has a question. The log will be sent back to you for correction with an explanation for the rejection. If the log is approved by the supervisor it will show as approved in the system.

5) If you realize you made a mistake on a log after authorizing it, tell your program coordinator. Your program coordinator can unlock the log and send it back to you for correction.

## **Site Supervisor Instructions**

Service site supervisors will review member signed and locked logs for accuracy and appropriateness. It is the site supervisor's responsibility to verify that hours claimed by the member are true and correct. After reviewing for accuracy, site supervisors will approve the log.

Users may not share log in information. Each individual user must have (and use) a unique user name and password. If a site has multiple people who sign member logs, each person must have a unique user name and password.

### **Member Service Hour Categories**

1) **Fundraising:** Members may raise funds directly in support of service activities. Examples of fundraising activities members may perform include, but are not limited to: seeking book donations for a literacy program and seeking donations for service projects.

Examples of fundraising activities that members should **not** perform include: raising funds for his/her living allowance, raising funds for an organization's operating expenses or endowment, and writing grant proposals for funding provided by any federal agency.

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The first screen is below.

**Step 1:** Log in to your account by first selecting the current program year.

The screenshot shows the OnCorps Reports website interface. At the top left is the logo "OnCorps Reports™" with the tagline "On task. On time. Online." and a magnifying glass icon. Below the logo is a navigation menu with links: Home, Features, FAQ, Order, Support, Contact, and About Us. The main content area is divided into two columns. The left column is titled "How to Log In to OnCorps Reports™!" and lists four steps: Step 1- Select Program Year (Current Program Year is 2009-2010 or ARRA...), Step 2- Login as Commission Staff, Program Director, Site Supervisor, Regional Coordinator or Americorps Member, Step 3- Review Notifications Page Messages, and Step 4- Use the main menus to enter records, or find reports that have been submitted or need to be submitted (e.g. Reporting: Submit --or Review). Below this is a section titled "Are you seeing this popup message?" which includes a screenshot of a "Security Warning" dialog box. The dialog box asks "Do you want to view only the webpage content that was delivered securely?" and provides "More Info", "Yes", and "No" buttons. Below the dialog box is a paragraph explaining that the message is due to a Google Translate update. The right column is titled "Log In to your account" and features a dropdown menu labeled "Please select your program year:" with "Select One" as the current selection and a "Submit" button. Below this is a section titled "Getting Ready for PY 2010-2011" which contains a bulleted list of updates and instructions for users.

**OnCorps Reports™**  
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Home Features FAQ Order Support Contact About Us

### How to Log In to OnCorps Reports™!

**Step 1-** Select Program Year (**Current Program Year is 2009-2010 or ARRA...**)

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- We have added the new service year to the OnCorps Reports system. **Make sure to select the current year (2009-10 and ARRA) to enter time sheets and reports until your new program year begins...**
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- New Programs: send any new logos you need added to your state's portal page to [help@oncorpsreports.com](mailto:help@oncorpsreports.com)--include your name, state and program.
- Payroll periods (time sheet dates): All programs will need to set up new

Follow these instructions if you see a pop-up message when you view this page.

**Step 2:** Find your program in the list. Then select the link for 'Site Supervisor'.

Participating Programs : 2010-2011

[National Direct Staff Login](#)

**Compass AmeriCorps and Literacy\*AmeriCorps Pittsburgh**  
[Program Director](#)  
[Site Supervisor](#)  
[AmeriCorps Member](#)

**Literacy\*AmeriCorps Dayton**  
[Program Director](#)  
[Site Supervisor](#)  
[AmeriCorps Member](#)

**Literacy\*AmeriCorps DC**  
[Program Director](#)  
[Site Supervisor](#)  
[AmeriCorps Member](#)

**Literacy\*AmeriCorps Los Angeles**  
[Program Director](#)  
[Site Supervisor](#)  
[AmeriCorps Member](#)

**Literacy\*AmeriCorps New Orleans**  
[Program Director](#)  
[Site Supervisor](#)  
[AmeriCorps Member](#)

**Demo Programs : 2010-2011**

**Test Program**  
[Program Director](#)  
[Site Supervisor](#)  
[AmeriCorps Member](#)

**Step 3:** Log in by entering your username and password, given to you by the Literacy\*AmeriCorps program coordinator.

WEB SITE | RESOURCES

**Login to OnCorps Reports**

**OnCorps Reports™**  
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Username:

Password:

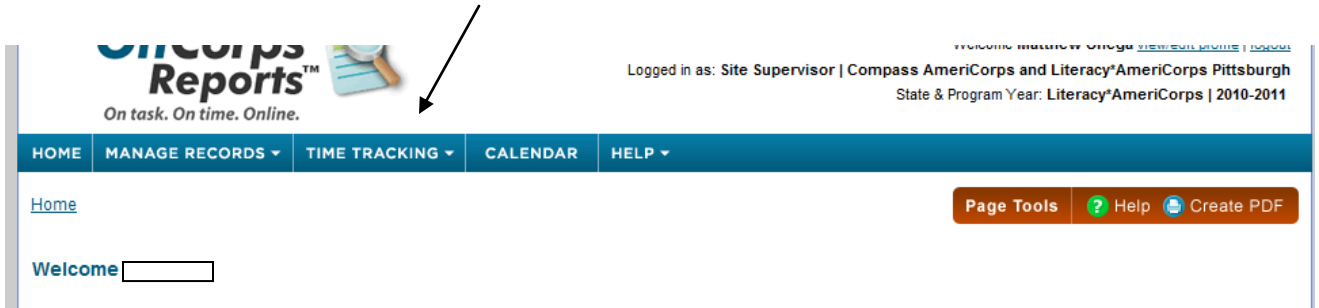
Forgot your password?  
Enter your e-mail address below and your login name and password will be e-mailed to you.

Email:

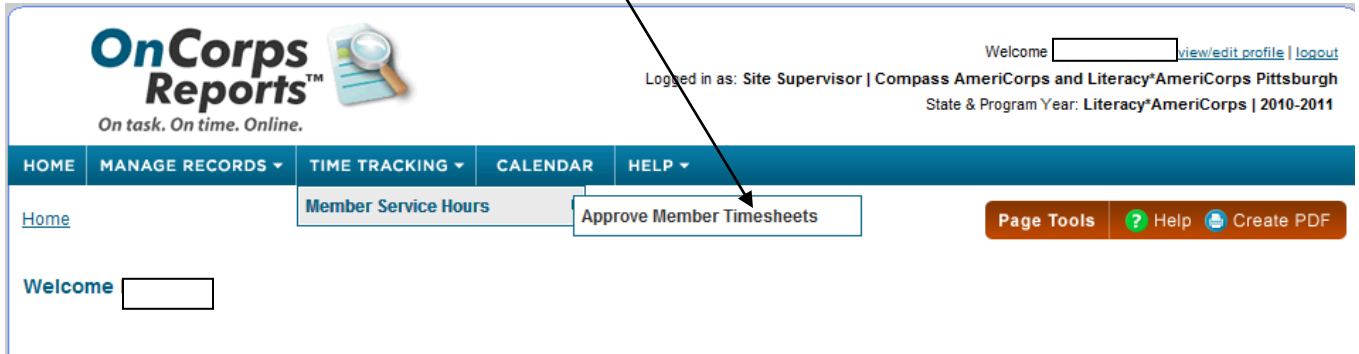
If you forget your username or password request it here.

**Step 4:** Change your password, as prompted.

**Step 5:** Click the 'Time Tracking' tab.

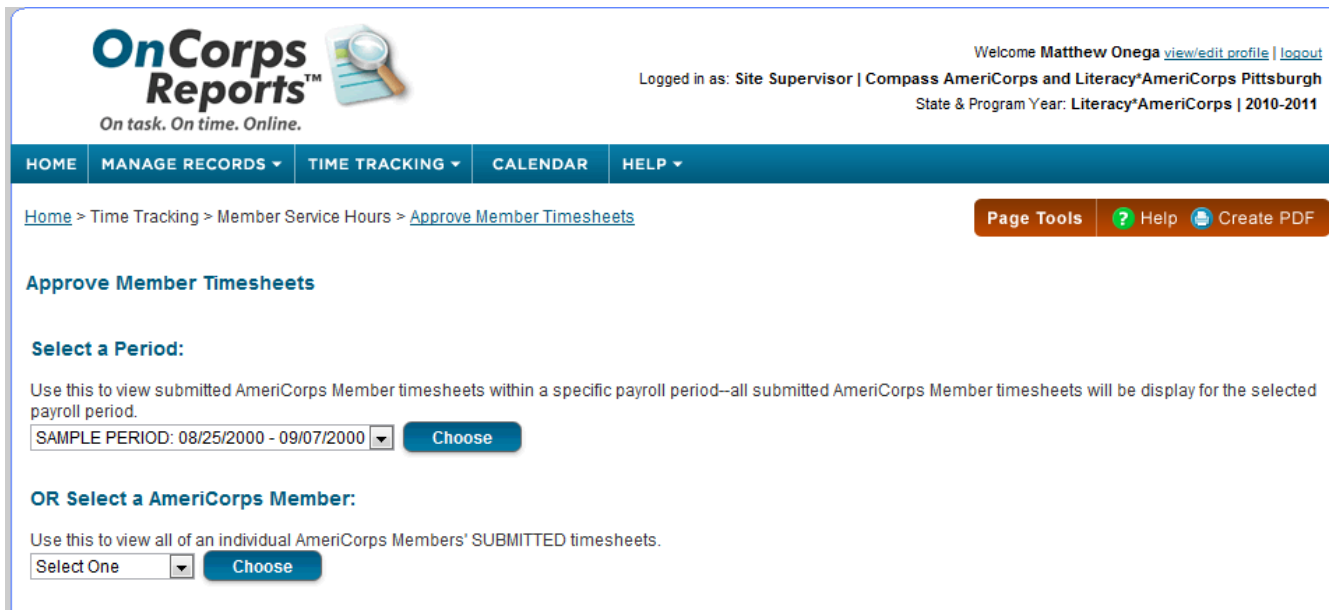


**Step 6:** Click in 'Approve Member Timesheets'



**Step 7:** Choose a service log to review.

You can either choose by time period or by member.



**Step 8:** Review the service log for accuracy and appropriateness. The service log will show how many hours the member spent each day in each of the service categories (see service category descriptions on page one of the instructions). The log also shows total daily hours and total hours served in the time period.

**Step 9:** Approve or Reject the log.

Approve: If you feel that the log is true and accurate click the option – *I have reviewed and approve this timesheet.*

Reject: If you notice a mistake or have a question about something on the log click the option – *I have reviewed and DO NOT approve this log.*

Underneath this option is a text box for ‘Reason for Rejection’. Write the reason you did not approve the log in this box. The log will be sent back to the member with your reason for rejection. The member can edit the log and resubmit it.

\* You will also receive email reminders when you have a member log awaiting approval.