**Time Tracking**

The Time Tracking menu is where you can approve and manage member timesheets and enter your in-kind hours.

Member hours can be managed using the pages under the Member Service Hours submenu.

You can enter and view your in-kind hours using the pages under the Supervisor In-Kind Hours submenu.

The timesheet system in OnCorps reports is in full compliance with CNCS requirements for online timesheets. The timesheet process is outlined below.

1) Members, who are the only ones allowed to enter hours in OnCorps, log in, fill out a timesheet and submit it to the supervisor(s) who supervised them during the timesheet period. The timesheet is now locked and members can no longer revise it.

2) An e-mail is sent to all of the supervisors selected by the member that they have a timesheet ready for approval. A notice also appears on the supervisor's Home page.

3) The supervisor logs in to OnCorp Reports and reviews the member's timesheet. The supervisor can either:
   a) Approve the timesheet. (All supervisors that received the timesheet must approve it independently before the hours are officially approved)
      i) Once a timesheet has been approved by all of the supervisors it was sent to, it is available for viewing by program directors. Program directors viewing approved timesheets can either
         (1) Do nothing, in which case the timesheet is considered correct and no further action is needed
         (2) Unlock the timesheet and enter in the reason why it is being sent back to the member for revisions.
            (i) An e-mail will be sent to the member and supervisor and a notice will appear on their Home pages when a timesheet is unlocked. The unlocked timesheet is now open for revisions by the member.
            (ii) The member logs in, goes to the timesheet, corrects the timesheet, and resubmits the timesheet to their supervisors, who must then review and either approve or reject it.
      b) Reject the timesheet and enters in the reason why it was rejected. (Only one supervisor needs to reject a timesheet to reject it for all supervisors it was sent to)
i) An e-mail will be sent to the member and a notice will appear on their Home page upon timesheet rejection. The rejected timesheet is now open for revisions by the member.

ii) The member logs in, goes to the timesheet, corrects the timesheet, and resubmits the timesheet to their supervisors, who must then review and either approve or reject it.

Timesheets can also be rejected after then have been approved by a supervisor if needed. This will start the approval process over again.

If you have questions about how to classify your hours, please consult with your program directors and supervisors.
Member Service Hours

Time Tracking > Member Service Hours

You can manage member timesheets, including approving and rejecting timesheets, using the pages under the Member Service Hours submenu.

The pages included under Member Service Hours include the following:

- Approve Member Timesheets
- Filter Member Timesheets
- Member Total Hours Graph
- Member Total Hours Year-To-Date
- Print Member Timesheets
- Reject Approved Member Timesheets

If you have questions about when a timesheet should be rejected and other timesheet policies for your program, please consult with your program director.
Approve Member Timesheets

Time Tracking > Member Service Hours > Approve Member Timesheets

The Approve Member Timesheets report is designed to give supervisors an easy way to access all of their member's timesheets that have been submitted and need to be approved. All of your member's timesheets that have been submitted but not yet approved will display in the Submitted (to be approved) Timesheets table at the bottom of the page. Submitted timesheets can be filtered by either timesheet period using the Select a Period drop down menu or they can be filtered by member using the Select a Member drop down menu. To approve a timesheet, click on the Approve button for that timesheet and you will be taken directly to the timesheet for review and approval or rejection. If a timesheet had been sent to multiple supervisors, you will see each supervisor and whether they have approved the timesheet in the table. In order for a timesheet sent to multiple supervisors to be approved, all of the supervisors must approve it. A timesheet may still appear in the Submitted (to be approved) Timesheets table after you have approved it because the other supervisors the timesheet was sent to still need to approve it. If any of the supervisors rejects a timesheet, then it gets sent back to the member for revisions and will have to be approved again by all the supervisors it is sent to.
## Approve Member Timesheets

### Select a Period:

Use this to view submitted member timesheets within a specific payroll period—all submitted member timesheets will be displayed for the selected payroll period.

SAMPLE PERIOD: 08/25/2009 - 09/27/2009  ▼  Choose

### OR Select a Member:

Use this to view all of an individual member’s submitted timesheets.

Select One  ▼  Choose

## Submitted (to be approved) Timesheets

<table>
<thead>
<tr>
<th>Member</th>
<th>Period</th>
<th>Submitted</th>
<th>Super #1</th>
<th>Super #1 Approved?</th>
<th>Super #2</th>
<th>Super #2 Approved?</th>
<th>Super #3</th>
<th>Super #3 Approved?</th>
<th>Super #4</th>
<th>Super #4 Approved?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Member</td>
<td>09/07/2009 - 09/13/2009</td>
<td>10/12/2009 4:13 PM</td>
<td>Test Supervisor</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Member</td>
<td>10/12/2009 - 10/18/2009</td>
<td>10/12/2009 4:13 PM</td>
<td>Test Supervisor</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Member</td>
<td>11/30/2009 - 12/05/2009</td>
<td>09/29/2009 7:33 PM</td>
<td>Test Supervisor</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Member</td>
<td>12/07/2009 - 12/13/2009</td>
<td>09/29/2009 7:33 PM</td>
<td>Test Supervisor</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Member</td>
<td>12/10/2009 - 12/20/2009</td>
<td>10/12/2009 12:33 PM</td>
<td>Test Supervisor</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Member</td>
<td>09/04/2009 - 10/04/2009</td>
<td>09/04/2009 9:30 AM</td>
<td>Test Supervisor</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Member</td>
<td>09/25/2009 - 10/04/2009</td>
<td>09/25/2009 9:30 AM</td>
<td>Test Supervisor</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Member</td>
<td>10/05/2009 - 10/11/2009</td>
<td>09/25/2009 9:30 AM</td>
<td>Test Supervisor</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Filter Member Timesheets

Time Tracking > Member Service Hours > Filter Member Timesheets

You can view your member’s timesheets by period, member or timesheet status using the drop down menus on the Filter Member Timesheets page. Filtering by timesheet period using the Select a Period drop down menu will show all of the submitted, approved, and rejected timesheets for your members during that period. If you filter by member using the Select a Member drop down menu, you will be taken to a new page that lists all of that member’s timesheets. You can also sort for all of the timesheets that have a certain status, such as approved, submitted, rejected, late and not started by using the Select a Timesheet Status drop down menu. Click on the Download button next to approved timesheets to download a PDF of that timesheet for your records. Click on the View button next to a timesheet to view the timesheet in a pop-up window.

<table>
<thead>
<tr>
<th>Member</th>
<th>Supervisor</th>
<th>Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Member 2</td>
<td>Test Supervisor</td>
<td>09/14/2009 9:32 PM</td>
</tr>
</tbody>
</table>

Submitted Time Sheet(s) for period: 09/14/2009 - 09/20/2009

Approved Time Sheet(s) for period: 09/14/2009 - 09/20/2009
There are no approved Time Sheet(s) for this period

Rejected Time Sheet(s) for period: 09/14/2009 - 09/20/2009

<table>
<thead>
<tr>
<th>Member</th>
<th>Supervisor</th>
<th>Rejected On</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Member</td>
<td>Test Supervisor</td>
<td>09/02/2009 4:56 PM (R)</td>
<td>test test</td>
</tr>
</tbody>
</table>

View