

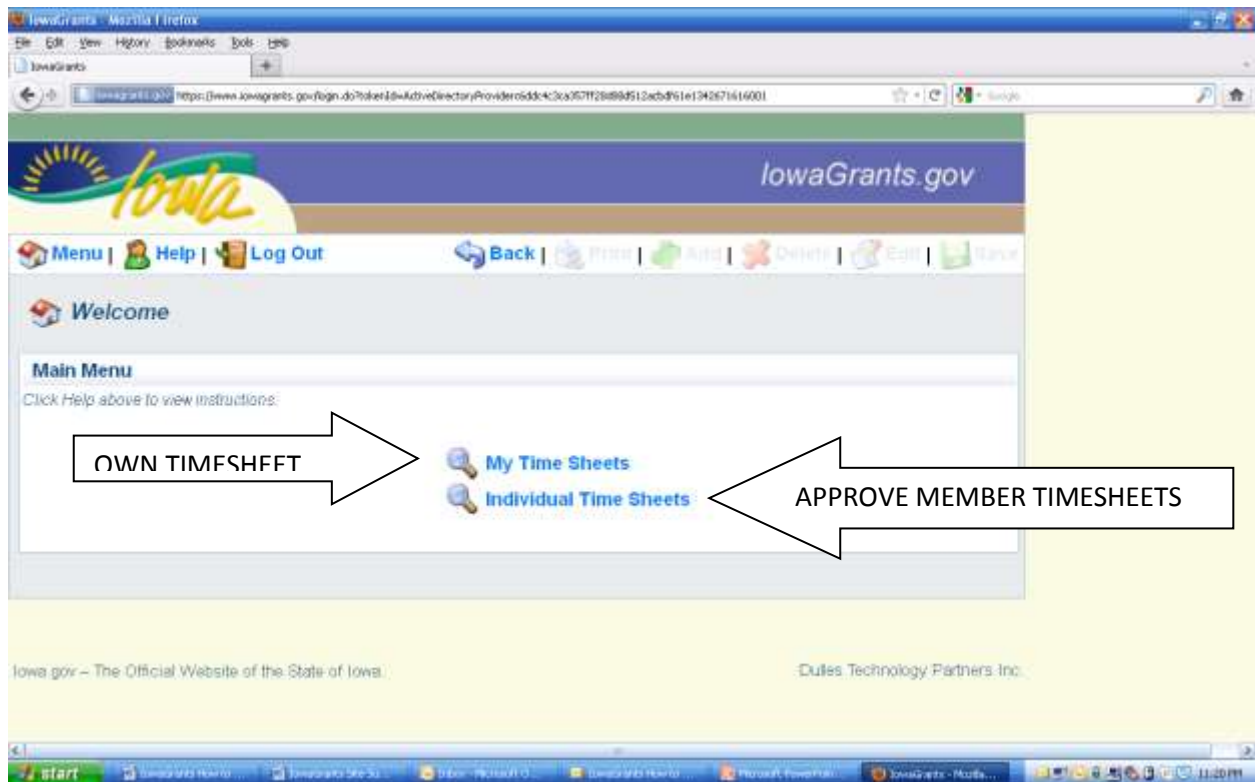
IOWAGRANTS SITE SUPERVISOR TIMEKEEPING

*Site supervisors will approve member timesheets in the Time Sheet section of IowaGrants.

Site supervisors must be registered in IowaGrants, be associated with the correct grant and have the correct role to be able to access timekeeping. Please verify with the supervisor that they have completed the registration process if they are unable to view the timesheet component.

TO APPROVE MEMBER TIMESHEETS

1. Click on Individual Time Sheets.



*Site supervisors will not be keeping their own time in the system this year. Site supervisors using time as match to the grant should contact the program director to ensure that they are maintaining signed paper timesheets that are in compliance with federal requirements. (While the columns for supervisors still appear in the system, they will be shut off on 12/1/13.)

2. Click on View to access the member time sheets by member. ****NOTE:** Site supervisors should receive email notification when member timesheets are submitted in the system.

Individual - Time Sheet Entry

Person Name	Status	Service Site	Start Date	End Date	Hours	Has Submitted Time Sheets	Has Late Time Sheets	Time Sheets
Justin Test	Enrolled	Site Two	09/08/2011	09/07/2012	Full-time (1700 hours)		Yes	View
Justin Test	Exited-Cause	Site Three			(1700 hours)			View
Justin Test	Exited-Cause	Site Three			Half-Time (875)		Yes	View
Jody Benz	Enrolled	Site Three				Yes	Yes	View
Gmail Test	Enrolled	Site Three				Yes	Yes	View
Justin Test	Exited-Cause	Site # 1 kh be pam			(1700 hours)	Yes	Yes	View
Justin Test	Enrolled	site 1 jr test-			ime (450 hours)		Yes	View
Justin Test	Enrolled	site 1 jr test-			Time (300 hours)		Yes	View
Joe Hughes	Enrolled	site 1 jr test-	09/01/2012	05/31/2013	Time (300 hours)			View
Justin Test	Enrolled	site 1 jr test- pam	09/01/2012	05/31/2013	Full-time (1700 hours)		Yes	View

3. Click on View.

Time Sheets

Person	Start Date	End Date	Status	View
Gmail Test	10/01/2011	10/31/2011	Approved	View
Gmail		11/30/2011	Correcting	View
Gmail		12/31/2011	Submitted	View
Gmail		01/31/2012	Editing	View
Gmail		02/29/2012	Editing	View
Gmail		03/31/2012	Editing	View
Gmail		04/30/2012	Editing	View
Gmail		05/31/2012	Editing	View
Gmail		06/30/2012	Editing	View
Gmail		07/31/2012	Editing	View
Gmail Test	08/01/2012	08/31/2012	Editing	View

4. Verify the member hours. If correct, click Approve. If not, click Unlock.

DO NOT approve any member timesheets that show hours in "supervision" or "other" categories.

Time Sheet Hours

Day	Fund Raising	Training	Direct Service	Supervision	Other	Total	Comments
12/01/2011	2.0	0	0	0	0	2.0	test, 12/1
12/02/2011	0	2.0	0	0	0	2.0	
12/03/2011	0	4.0	0	0	0	4.0	
12/04/2011	0	0	3.25	0	0	3.25	
12/05/2011	0	0	6.0	0	0	6.0	
12/06/2011	0	7.0	0	0	0	7.0	
12/07/2011	0	0	0	0	0	0.0	
12/08/2011	0	0	0	0	0	0.0	
12/09/2011	0	0	0	0	0	0.0	
12/10/2011	0	0	0	0	0	0.0	
12/11/2011	0	0	0	0	0	0.0	
12/12/2011	0	0	0	0	0	0.0	
12/13/2011	0	0	0	0	0	0.0	
12/14/2011	0	0	0	0	0	0.0	
12/15/2011	0	0	0	0	0	0.0	
12/16/2011	0	0	0	0	0	0.0	
12/17/2011	0	0	0	0	0	0.0	
12/18/2011	0	0	0	0	0	0.0	
12/19/2011	0	0	0	0	0	0.0	

Note: Members should have hours only in the first three columns. No hours in supervision or other.

Note: If an error is discovered in a member's timesheet after the site supervisor approves it, they will need to work with the program director to have the timesheet reopened. Only ICVS Program Officers have the ability to reopen approved timesheets.

5. Click okay to proceed. Click cancel to return to time sheet.

Time Sheet Hours

Day	Fund Raising	Training	Direct	Supervision	Other	Total	Comments
12/01/2011	2.0	0	0	0	0	2.0	test, 12/1
12/02/2011	0	2.0	0	0	0	2.0	
12/03/2011	0	4.0	0	0	0	4.0	
12/04/2011	0	0	3.25	0	0	3.25	
12/05/2011	0	0	6.0	0	0	6.0	
12/06/2011	0	7.0	0	0	0	7.0	
12/07/2011	0	0	0	0	0	0.0	
12/08/2011	0	0	0	0	0	0.0	
12/09/2011	0	0	0	0	0	0.0	
12/10/2011	0	0	0	0	0	0.0	
12/11/2011	0	0	0	0	0	0.0	
12/12/2011	0	0	0	0	0	0.0	
12/13/2011	0	0	0	0	0	0.0	
12/14/2011	0	0	0	0	0	0.0	
12/15/2011	0	0	0	0	0	0.0	
12/16/2011	0	0	0	0	0	0.0	
12/17/2011	0	0	0	0	0	0.0	
12/18/2011	0	0	0	0	0	0.0	
12/19/2011	0	0	0	0	0	0.0	

Are you sure you want to approve this time sheet?

OK Cancel

6. After the timesheet is approved, this screen will appear.



If you return to the member menu, you can see that the timesheet has been approved.

