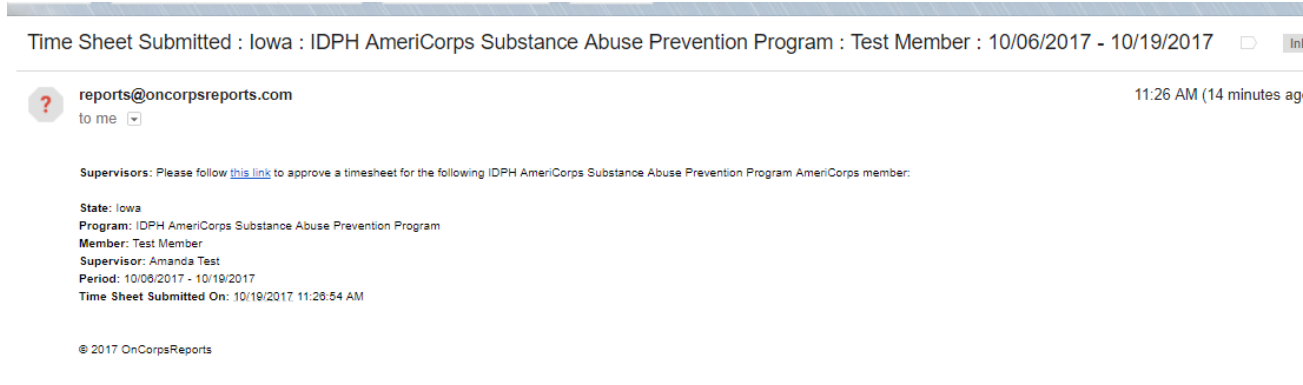
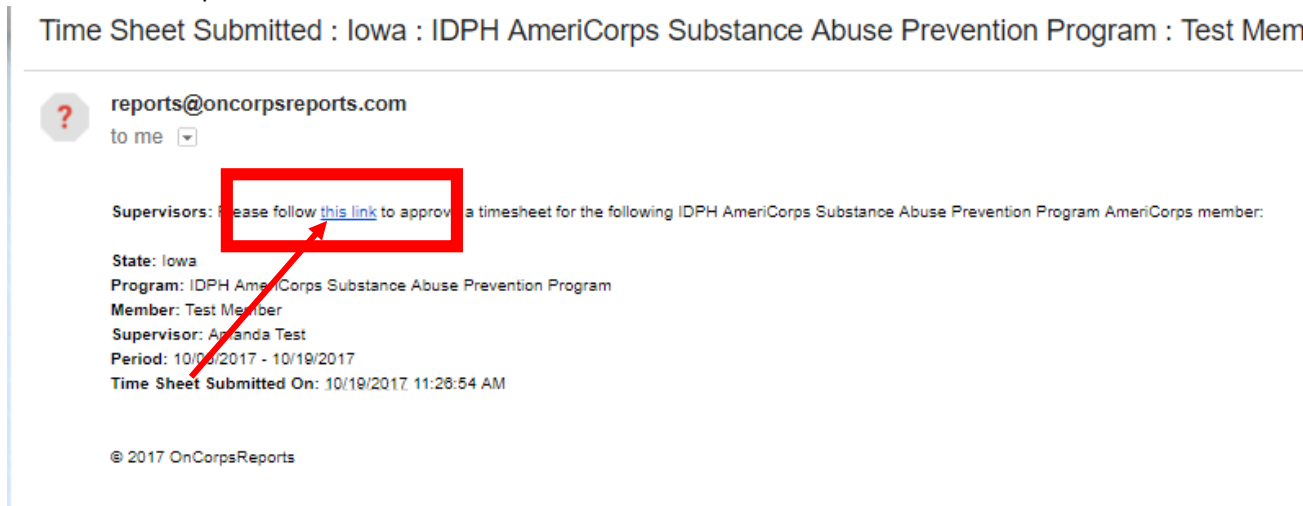


On Corps – Site Supervisor Time Sheet Approval Guide

1. Once a member submits a timecard, you will receive an email like this:



2. Click on the link provided in the email.



3. Login with your name and password at:

<https://secure.oncorpsreports.com/index.asp?pageID=1&programyearID=13&stID=13&prgID=6267&supervisorlogin=X&programWebSiteURL=ia.oncorpsreports.com&redir=X&reset=1>

If you are unable to remember your login or password email your program director, as they will be able to assist you.

Login to OnCorps Reports

OnCorps Reports™
On task. On time. Online.

You are logging into:
2017-2018 IDPH AmeriCorps Substance Abuse Prevention Program
[change](#)

Site Supervisor Username:

Password:

Login

Forgot your password?
Enter your e-mail address below and your login name and password will be e-mailed to you. It may end up in your spam folder, so check there as well.

Email:

Send

Customer Support and Trainings!

Technical support or customization requests: always check the Help area in OnCorps first, for a complete set of video and pdf tutorials. If you cannot find what you need, but you **can** log in, use our **built-in help ticketing system** so we can better troubleshoot your issue. If you **cannot** log in, send an email to help@oncorpsreports.com.

Our customer service phone number is (612) 568-8627. Messages are answered during normal business hours (9-5 CST).

- Once you are logged in, you will see your member time sheet(s).

OnCorps Reports
On task. On time. Online.

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Welcome Amanda
To add notifications to your homepage, select them from the list below:
Select a Notification

The following AmeriCorps Members have submitted Time sheet(s) for approval:

Member	Time sheet(s) Period	Submit date	
Test Member	10/06/2017 - 10/19/2017	10/19/2017 11:26 AM	Review & Approve

Program Web Site | Calendar | Resources | Help
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- Next, click on the Review & Approve button next to the member's time sheet you wish to review and approve.

The following AmeriCorps Members have submitted Time sheet(s) for approval:

Member	Time sheet(s) Period	Submit date	
Test Member	10/06/2017 - 10/19/2017	10/19/2017 11:26 AM	Review & Approve

- There is a drop down menu so you can select the sheet you would like to review. The member time sheet history is also visible. You will also see the time card the member has submitted

Approve/Review Timesheets

Select a Period:
10/06/2017 - 10/19/2017 saved: 10/19/2017 submitted: 10/19/2017 [Choose](#)

Timesheet History

Status	Date	Time	User	User Type	Comments
Saved	10/19/2017	11:25AM	Test Member	AmeriCorps Member	
Submitted	10/19/2017	11:26AM	Test Member	AmeriCorps Member	

You are approving time entered for period: 10/06/2017 - 10/19/2017

This time sheet is DUE: 10/22/2017
This time sheet was submitted for approval on 10/19/2017 at 11:26 AM

Day	Fund raising			Training		Service		Total Hours
				Training		Direct Service		
Fri Oct 6	0	0	0	8	0	0	8	
Sat Oct 7	0	0	0	0	0	0	0	
Sun Oct 8	0	0	0	0	0	0	0	
Mon Oct 9	0	0	0	0	0	0	0	
Tue Oct 10	0	0	0	0	0	0	0	
Wed Oct 11	0	0	0	0	0	0	0	
Thu Oct 12	0	0	0	0	0	0	0	
Fri Oct 13	0	0	0	0	8	0	8	
Sat Oct 14	0	0	0	0	0	0	0	
Sun Oct 15	0	0	0	0	0	0	0	
Mon Oct 16	0	0	0	0	0	0	0	
Tue Oct 17	0	0	0	0	8	0	8	
Wed Oct 18	0	0	0	0	0	0	0	
Thu Oct 19	0	0	0	0	0	0	0	
Totals:	0	0	0	8	0	16	24	

Comments/Description:

By clicking submit, the member certifies that the time reported as program service, training and fundraising hours are true and correct and did not include any service activities prohibited by law, regulation or grant provisions. Further the member understands that a knowing and willful false statement on this form can be punished under federal law (Section 1001 of Title 18, USC)

7. Review your member's time card, and click on the disclaimer box.

You are approving time entered for period: 10/09/2017 - 10/19/2017
 This time sheet is DUE: 10/22/2017
 This time sheet was submitted for approval on 10/19/2017 at 11:26 AM

Day	Fund raising	Training		Service		Total Hours
		Training	Service	Direct Service	Service	
Fri Oct 6	0	0	0	0	0	0
Sat Oct 7	0	0	0	0	0	0
Sun Oct 8	0	0	0	0	0	0
Mon Oct 9	0	0	0	0	0	0
Tue Oct 10	0	0	0	0	0	0
Wed Oct 11	0	0	0	0	0	0
Thu Oct 12	0	0	0	0	0	0
Fri Oct 13	0	0	0	0	0	0
Sat Oct 14	0	0	0	0	0	0
Sun Oct 15	0	0	0	0	0	0
Mon Oct 16	0	0	0	0	0	0
Tue Oct 17	0	0	0	0	0	0
Wed Oct 18	0	0	0	0	0	0
Thu Oct 19	0	0	0	0	0	0
Totals:	0	0	0	0	0	24

Comments/Description:
 By clicking submit, the member certifies that the time reported as program service, training and fundraising hours are true and correct and did not include any service activities prohibited by law, regulation or grant provisions. Further the member understands that a knowing and willful false statement on this form can be punished under federal law (Section 1001 of Title 18, USC).

Approve/Reject Time sheet(s) (select one)
 By clicking submit, the member certifies that the time reported as program service, training and fundraising hours are true and correct and did not include any service activities prohibited by law, regulation or grant provisions. Further the member understands that a knowing and willful false statement on this form can be punished under federal law (Section 1001 of Title 18, USC).
 Timesheet has been rejected. Corrections will need to be made in order for approval.
 Comments:

 1000 characters left

Submit Cancel

8. Then you click on whether the time sheet is approved or if there are corrections that need to be made.

- a. If corrections need to be made, click on the timesheet needs to be rejected option and put comments of what needs to be changed in the box. The timesheet will then be sent back to the member to correct and re-submit.

Comments/Description:
 By clicking submit, the member certifies that the time reported as program service, training and fundraising hours are true and correct and did not include any service activities prohibited by law, regulation or grant provisions. Further the member understands that a knowing and willful false statement on this form can be punished under federal law (Section 1001 of Title 18, USC).

Approve/Reject Time sheet(s) (select one)
 By clicking submit, the member certifies that the time reported as program service, training and fundraising hours are true and correct and did not include any service activities prohibited by law, regulation or grant provisions. Further the member understands that a knowing and willful false statement on this form can be punished under federal law (Section 1001 of Title 18, USC).
 Timesheet has been rejected. Corrections will need to be made in order for approval.
 Comments:
 Please make sure your training hours are correct.

 951 characters left

Submit Cancel

- b. If the time sheet is OK, then select the top option and click submit.

Approve/Reject Time sheet(s) (select one)
 By clicking submit, the member certifies that the time reported as program service, training and fundraising hours are true and correct and did not include any service activities prohibited by law, regulation or grant provisions. Further the member understands that a knowing and willful false statement on this form can be punished under federal law (Section 1001 of Title 18, USC).
 Timesheet has been rejected. Corrections will need to be made in order for approval.
 Comments:

 1000 characters left

Submit Cancel

9. Once the card has been approved you will get a notice saying the card has been approved.



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Welcome Amanda

To add notifications to your homepage, select them from the list below:

Select a Notification ▾

AmeriCorps Member Test Member Timesheet for period 10/06/2017 - 10/19/2017 was successfully approved.