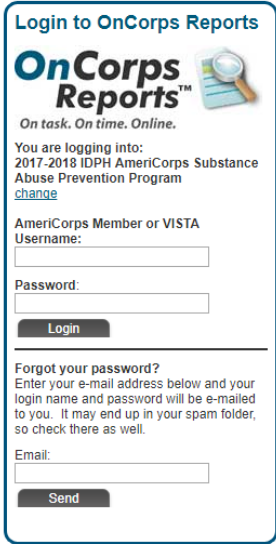


OnCorps - Member Time Sheet Guide

1. Login to the Time Sheet site using this link:

<https://secure.uncorpsreports.com/index.asp?pageID=1&programyearID=13&stID=13&prgID=6253&memberlogin=X&programWebSiteURL=ia.uncorpsreports.com&redir=X&reset=1>

If you forget your login or password, please contact your program director and they can assist you.



2. Once logged in you will see this screen:



HOME REPORTING ▾ TIME TRACKING ▾ CALENDAR HELP ▾

[Home](#)

Welcome Test

Your next [time sheet](#) is due Oct 22, 2017

3. Click on the time sheet link.



[Home](#)

Welcome Test

Your next [time sheet](#) is due Oct 22, 2017

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4. Next, you will select the correct timecard from the drop down. Please make sure the dates are correct for your timesheet.

OnCorps Reports™
On task. On time. Online.

HOME REPORTING TIME TRACKING CALENDAR HELP

[Home](#) > [Time Tracking](#) > [Enter Timesheets](#)

Enter Timesheets

Select a Period:

Select One

Select One

10/06/2017 - 10/19/2017 saved: 10/19/2017 submitted: 10/19/2017 approved: 10/19/2017

10/20/2017 - 11/02/2017

11/03/2017 - 11/16/2017

11/17/2017 - 11/30/2017

12/01/2017 - 12/14/2017

12/15/2017 - 12/28/2017

12/29/2017 - 01/11/2018

01/12/2018 - 01/25/2018

01/26/2018 - 02/08/2018

02/09/2018 - 02/22/2018

02/23/2018 - 03/08/2018

03/09/2018 - 03/22/2018

03/23/2018 - 04/05/2018

04/06/2018 - 04/19/2018

04/20/2018 - 05/03/2018

05/04/2018 - 05/17/2018

05/18/2018 - 05/31/2018

06/01/2018 - 06/14/2018

06/15/2018 - 06/28/2018

- Once the correct card is selected enter your hours. Please make sure training hours are recorded in the training section, direct service hours are in the direct service column, and fundraising hours are in the correct column.

DO NOT enter comments in the comments box unless directed otherwise by your host site supervisor AND program director.

DO NOT enter hours until after you have served the hours. You are not allowed to preload your timecards.

Test Member
Enrolled: 1720 | Hours Left: 1696 | Expected End Date: 10/05/2018

Consolidated Approved Hours
Fundraising: 0 | Training: 8 | Service: 16 | Total: 22

You are entering time for period: 10/20/2017 - 11/02/2017
This time sheet is DUE: 11/05/2017

| Day | This time sheet is DUE: 11/05/2017 | | | Total Hours |
|----------------|------------------------------------|----------|---------|-------------|
| | Fund raising | Training | Service | |
| Fri Oct 20 | 0 | 8 | 0 | 8 |
| Sat Oct 21 | 0 | 0 | 0 | 0 |
| Sun Oct 22 | 0 | 0 | 0 | 0 |
| Mon Oct 23 | 0 | 0 | 0 | 0 |
| Tue Oct 24 | 0 | 0 | 0 | 0 |
| Wed Oct 25 | 0 | 0 | 8 | 8 |
| Thu Oct 26 | 0 | 0 | 0 | 0 |
| Fri Oct 27 | 0 | 0 | 8 | 8 |
| Sat Oct 28 | 0 | 0 | 0 | 0 |
| Sun Oct 29 | 0 | 0 | 0 | 0 |
| Mon Oct 30 | 0 | 0 | 0 | 0 |
| Tue Oct 31 | 0 | 0 | 8 | 8 |
| Wed Nov 1 | 0 | 0 | 0 | 0 |
| Thu Nov 2 | 0 | 0 | 0 | 0 |
| Totals: | 0 | 8 | 22 | 30 |

Comments/Description:

999 characters left

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)

Save Authorize and Submit

[Program Web Site](#) | [Calendar](#) | [Resources](#) | [Help](#)
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- Once your hours have been served and entered, you may submit your time card. Make sure you click the disclaimer box before submitting the timecard. Please note, you are able to keep track of hours as you go, but you will only click on the save button UNTIL the time sheet is complete and ready to be submitted.

Totals: 0 8 22

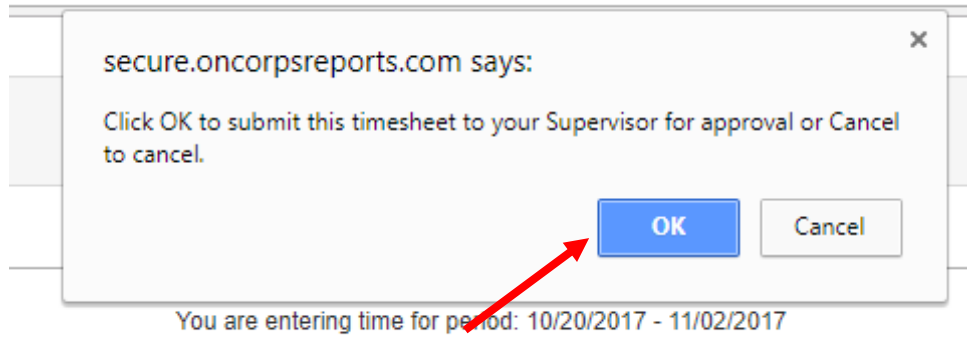
Comments/Description:

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)

Save Authorize and Submit

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- When you click on the Authorize and Submit button this box will pop up. Click OK.



This timesheet is DUE: 11/05/2017

- Once your sheet is submitted – you will get this message:



HOME REPORTING TIME TRACKING CALENDAR HELP

[Home](#) > [Time Tracking](#) > Enter Timesheets > [Timesheet](#)

Timesheet

+ Test Member
Enrolled: 1720 | Hours Left: 1696 | Expected End Date: 10/05/2018

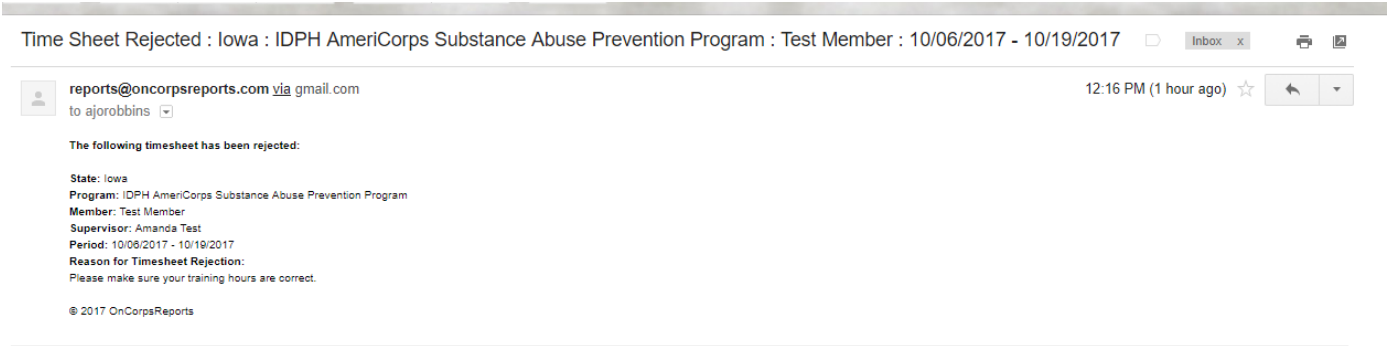
Select a Period:

10/20/2017 - 11/02/2017 saved: 10/19/2017 submitted: 10/19/2017

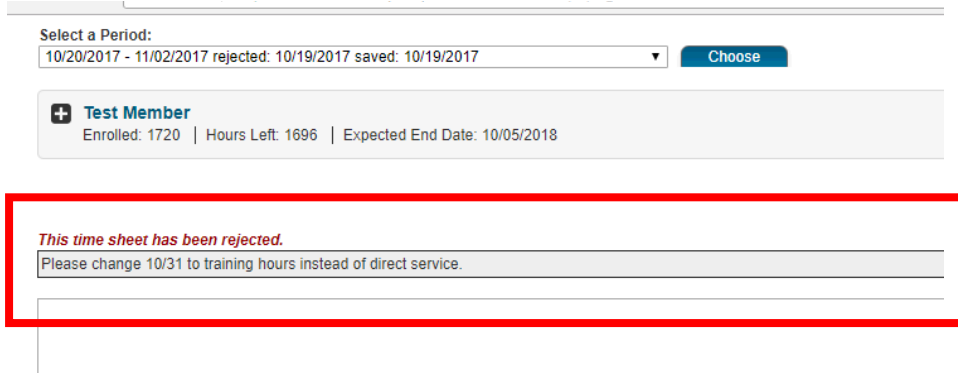
Choose

Your timesheet for week 10/20/2017 - 11/02/2017 has been sent to your Site Supervisor for approval.

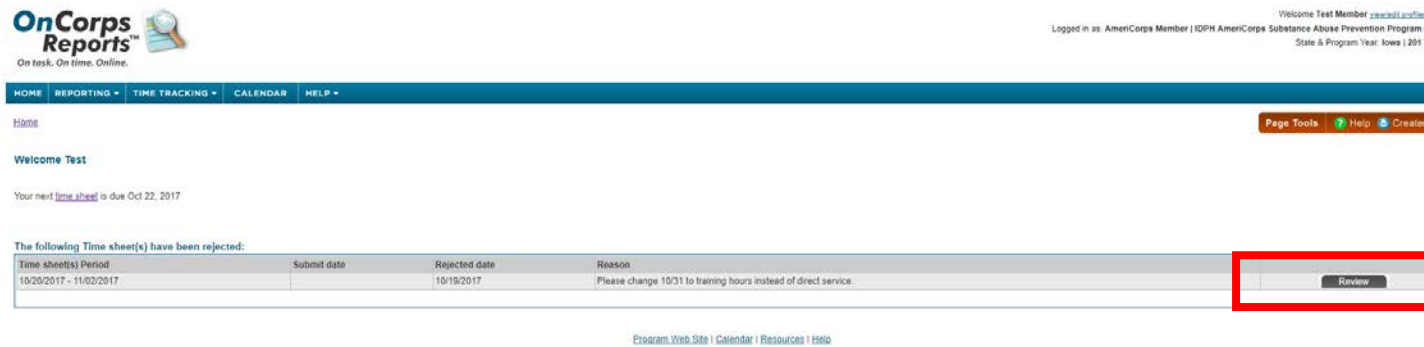
9. If your supervisor rejects your time sheet, you will receive the following email with the reason why it was rejected:



10. Repeat steps 1- 8 – by logging back in to the OnCorps system. Once logged in, you will see a message that your time sheet has been rejected with the reason why.



11. Next, click on the review button next to your time sheet.



12. Now you will make the corrections to the time card, and will click on the disclaimer statement box and click on the Authorize and Submit button.

Test Member
Enrolled: 1720 | Hours Left: 1696 | Expected End Date: 10/05/2018

Completed Approved Hours
Fundraising: 0 | Training: 8 | Service: 16 | Total: 2

You are entering time for period: 10/20/2017 - 11/02/2017

This time sheet is DUE: 11/05/2017

| Day | Fundraising | | Training | | Service | | Total Hours |
|----------------|-------------|-----|----------|-----|---------|-----|-------------|
| | Start | End | Start | End | Start | End | |
| Fri Oct 20 | 0 | | 0 | | 0 | | 0 |
| Sat Oct 21 | 0 | | 0 | | 0 | | 0 |
| Sun Oct 22 | 0 | | 0 | | 0 | | 0 |
| Mon Oct 23 | 0 | | 0 | | 0 | | 0 |
| Tue Oct 24 | 0 | | 0 | | 0 | | 0 |
| Wed Oct 25 | 0 | | 0 | | 6 | | 6 |
| Thu Oct 26 | 0 | | 0 | | 0 | | 0 |
| Fri Oct 27 | 0 | | 0 | | 0 | | 0 |
| Sat Oct 28 | 0 | | 0 | | 0 | | 0 |
| Sun Oct 29 | 0 | | 0 | | 0 | | 0 |
| Mon Oct 30 | 0 | | 0 | | 0 | | 0 |
| Tue Oct 31 | 0 | | 0 | | 8 | | 8 |
| Wed Nov 1 | 0 | | 0 | | 0 | | 0 |
| Thu Nov 2 | 0 | | 0 | | 0 | | 0 |
| Totals: | | 0 | | 8 | | 22 | 30 |

Comments/Description:

999 characters left

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).

[Save](#) [Authorize and Submit](#)

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Totals: 0 8 22

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).

[Save](#) [Authorize and Submit](#)

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13. Once your sheet is submitted – you will get this message:



[Home](#) > [Time Tracking](#) > Enter Timesheets > [Timesheet](#)

Timesheet

+ Test Member
Enrolled: 1720 | Hours Left: 1696 | Expected End Date: 10/05/2018

Select a Period:
10/20/2017 - 11/02/2017 saved: 10/19/2017 submitted: 10/19/2017

Your timesheet for week 10/20/2017 - 11/02/2017 has been sent to your Site Supervisor for approval.