OnCorps Reports Tutorial

What is OnCorps?

OnCorps is an online reporting system for AmeriCorps Programs. AmeriCorps members will be logging into OnCorps to report their hours of service. AmeriCorps Supervisors will be logging into OnCorps to approve their member's timesheets.

REMINDER

AmeriCorps: Your timesheets are ***due*** the **15th** and **30th** of each month. Failure to comply with these deadlines will result in either (1) a paper check rather than direct deposit until timesheets are submitted or (2) a paper check held until timesheets are submitted.

Supervisors: Time sheets should be approved by the **3rd** and **18th** of each month.

Logging In

1. Go to the website: http://wv.oncorpsreports.com/
2. Select the program year 2015-2016 (the box for this selection is on the right of the page)
3. Scroll down to find the High Rocks logo. Select your role – either AmeriCorps member or Site Supervisor.
4. Log in.
    a. **AmeriCorps Member:**
        i. Login ID(all lowercase): <firstname>
        ii. Temporary Password(all lowercase): <lastname?>
    b. **Supervisor:**
        i. Login ID(all lowercase): <firstname>
        ii. Temporary Password(all lowercase): <lastname!>
5. Members, refer to the section below called "**Entering Time**". Supervisors, refer to the section, "**Approving Time**".

Entering Time

1. To record your services hours, you select "**Enter Timesheets**" from the "**Time Tracking**" drop down menu.
2. You will be taken to a second drop down menu. Timesheets are preprogrammed to reflect the pay periods for the remainder of the service year. Select the pay period you are entering time for.
3. There are four categories: **Fundraising, Training-MSL**, **Training-Other**, **Youth Academics/Enrichment**, **Farm to School/Local Foods**, **Volunteer Recruitment, and Community Outreach**.
    a. Use **Fundraising** *only* if you worked on a grant or project that is non-federal funds and for your project specifically.
    b. **Training** is self-explanatory (one section for Mountain State Leaders and one for conferences/trainings/etc. outside of MSL).

c. **Youth Academics/Enrichment:** hours spent one-on-one mentoring with High Rocks girls/other youth, tutoring, service learning, summer camps, college access trips, overnights, leadership development with youth, enrichment workshops for youth, any community-based youth activities, this includes hours you spend preparing for these projects, or in meetings for these projects, etc.

d. **Farm to School/Local Foods:** Nutritional education, community gardening, High Rocks gardens, relationship building between community and growers, developing school-sponsored gardens for youth education, providing support and education to local growers, meetings, planning, outreach, and education surrounding all things garden.

e. **Volunteer Recruitment:** volunteer recruitment/management, outreach, networking, publicity campaigns to recruit and support episodic and long-term adult and youth volunteers, any time you spend developing outreach materials, tools, or resources for volunteer recruitment, management and training of volunteers, and anytime you spend in meetings, events and programs that utilize community volunteers.

f. **Community Outreach:** this category is for the general community outreach you may be doing at your site for your program. Things like publicity, outreach materials, or time at events/programs that don't have anything to do specifically for youth, volunteers, or farmtoschool/local foods.

4. **Do *not* enter any comments.**
5. Every time you enter your hours, you should select "**Save**" at the bottom of the screen. If it is the **15th** and **30th** and you've completed entering your hours for the pay period, you should click "**Authorize and Submit**".
6. Site Supervisors should get an e-mail saying that you have submitted your time sheet, but best practice would be to check in with them when you're done.

Approving Time (Site Supervisors)

1. From the drop down menu entitled "**Time Tracking**", select "**Approve Member Timesheets**".
2. On this page, you have the option of selecting the pay period or selecting a particular member you supervise.
3. Review your member's time. Make sure you are having conversations with your members about what they are doing in those hours they are reporting, as we are still not entering comments.
4. Approve or Reject the timesheet.

Questions about content can be directed to **Shelby Mack**, but if you need additional understanding about how to technically navigate OnCorps, I suggest looking at their FAQ's on the website or calling the Help Desk – they are incredibly helpful.