for AmeriCorps Members

**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 need to be submitted by the **3rd of the month (for the 16th thru the last day of the previous month)**  and **18th of the month (for the 1st thru the 15th)** 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 **4th** and **19th** of each month.

**Logging In**

1. Go to the website: <http://wv.oncorpsreports.com/>
2. Select the program year 2023-2024 (the box for this selection is on the right of the page) and click Submit.
3. Scroll down to find the High Rocks logo. Select your role – either AmeriCorps member or Site Supervisor.
4. Log in.
   * 1. Login ID(all lowercase): <firstname>
     2. Temporary Password(all lowercase): <lastname!>
     3. **Entering Time**
5. To record your services hours, you select “**Enter Timesheets**” from the “**Time Tracking**” drop down menu.
6. 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.
7. There are three categories: **Fundraising, Training**, and **Service**
   1. Use **Fundraising** *only* if you worked on a grant or project that is non-federal funds and for your project specifically.
   2. **Training** is for attending training sessions hosted by Volunteer WV, High Rocks, or an outside organization (for example, getting your food-handler’s card). Do not use this category for program planning meetings.
   3. There are three **Service** categories**:**  **Youth Academics/Enrichment, Nutrition and Health Education, and Volunteer Recruitment and Development.** 
      1. **Youth Academics/Enrichment:** hours spent one-on-one mentoring with youth, 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.
      2. **Nutrition and Health Education:** Nutritional education, education on positive health behaviours, afterschool physical activities, gardening, recycling/composting, trailbuilding, environmental stewardship education, sustainable living, service learning with adults.
      3. **Volunteer Recruitment and Development:** 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. Also include general community outreach like publicity, outreach materials, or time at events/programs.
8. **Do *not* enter any comments.**
9. 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**”.
10. Site Supervisors should get an e-mail saying that you have submitted your time sheet,

Questions about content can be directed to **Janet Swift**, 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.