

## **Program Set-Up and Tools**

### **For Program Directors**

#### **Introduction to OnCorps Reports**

- Logging In
- The Program Website and Resource Pages
- The Notifications/Home page

#### **Manage Records**

- Program Information
- Program Directors
- Regional Coordinators
- Site Supervisors
- Members
  - Import Members (found under Tools > Administrative Tools)
  - Prospective Members
  - Prospective Member Widget (found under Tools > Modules)

#### **Tools**

- User Permissions
- Program Year Toggle
- Supervisor Toggle
- Export Data
- Notifications On/Off

#### **Website, Resource Page, and Calendar**

- Uploading Images and Documents
- Update Program Website
- Update Resource Page
- Update Calendar

#### **Help Resources**

- FAQ
- Help Resources and Tutorials
- Request Help Form
- [help@oncorpsreports.com](mailto:help@oncorpsreports.com)

# Managing Member Timesheets

## For Supervisors, Regional Coordinators and Program Directors

### Member Timesheet FAQ

1. Only Members can fill out and edit hours in a timesheet. Once a timesheet has been submitted to a Member's Supervisor(s) for approval, it is locked and cannot be edited by the Member.
2. Only Supervisors can approve member timesheets. Program Directors that need to approve timesheets must create a Supervisor account for themselves and login to that account to approve timesheets.
3. If a Member only has one Supervisor assigned to them in their record, then the timesheet will always automatically go to that Supervisor for approval.
4. If a Member has been assigned more than one Supervisor in their record, they will be able to choose from those Supervisors who to submit the timesheet to. Members do not have to submit a timesheet to all of the Supervisors assigned to them in their member record. Generally, Members should only submit the timesheet to the supervisors that actually supervised them during that timesheet period. A Member must choose at least one Supervisor to submit their timesheet to.
5. If a Member submits a timesheet to more than one supervisor, all supervisors must approve that timesheet independently for the hours to be counted as approved hours. Only one supervisor needs to reject a timesheet to reject it for all.
6. Supervisors can reject a timesheet that has already been approved. The Member will then be able to edit the timesheet and resubmit to their supervisor(s) for approval.
7. Program Directors can unlock a submitted or approved timesheet, which will allow the Member to edit the timesheet and resubmit to their supervisor(s) for approval.
8. If a timesheet is rejected by a Supervisor or unlocked by a Program Director the Member will receive an e-mail and a notice on their home page. They will be able to edit the timesheet again and will have to resubmit that timesheet to their Supervisor(s) so that the hours can be approved. If a timesheet is unlocked by a Program Directors, the Supervisors will also receive an email and a home page notice.

## Member Tools

### Time Tracking

- Enter Timesheets
- List Timesheets
- Member Total Hours Year-to-Date

## Supervisor Tools

### Time Tracking > Member Service Hours

- Approve Member Timesheets
- Filter Member Timesheets
- Total Member Hours Graph
- Total member Hours Year-to-Date
- Print Member Timesheets
- Reject Approved member Timesheets

## Regional Coordinator Tools

### Time Tracking > Member Service Hours

- Filter Member Timesheets
- Total Member Hours Graph
- Total member Hours Year-to-Date Print  
Member Timesheets

### Manage Records > Members

- Account Information Section
- Supervisors Section

## Program Director Tools

### Time Tracking > Member Service Hours

- Filter Member Timesheets
- Total Member Hours Graph
- Total member Hours Year-to-Date
- Member Hours by Service Site
- Print Member Timesheets
- Unlock Member Timesheets (Can now  
unlock Submitted timesheets)
- Batch Member Timesheets
- Member Hours by Month (New)

### Manage Records > Members

- Account Information Section
- Supervisors Section

### Manage Records > Program Information

- Timesheet Training Categories Section
- Timesheet Service Categories Section

### Tools > Administrative Tools

- Timesheet Dates