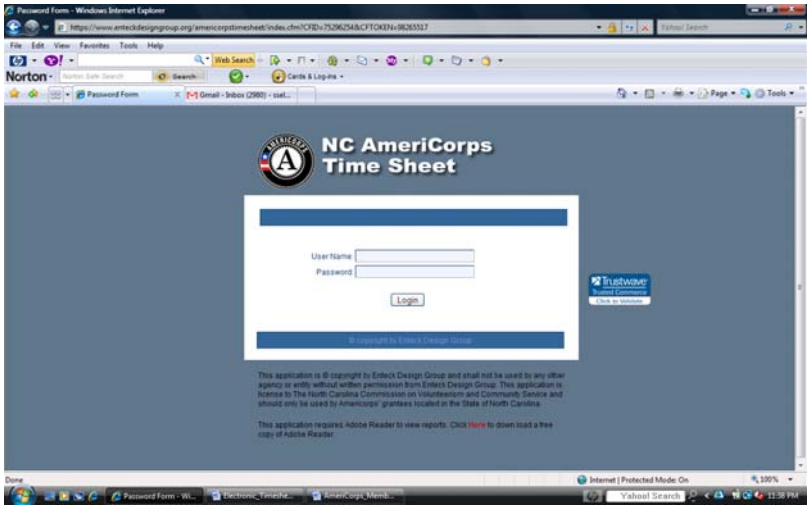
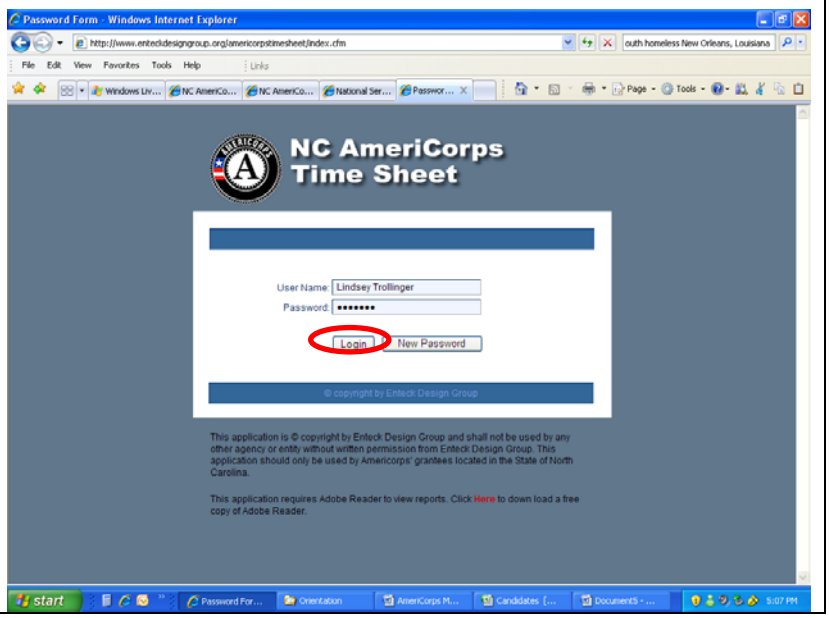
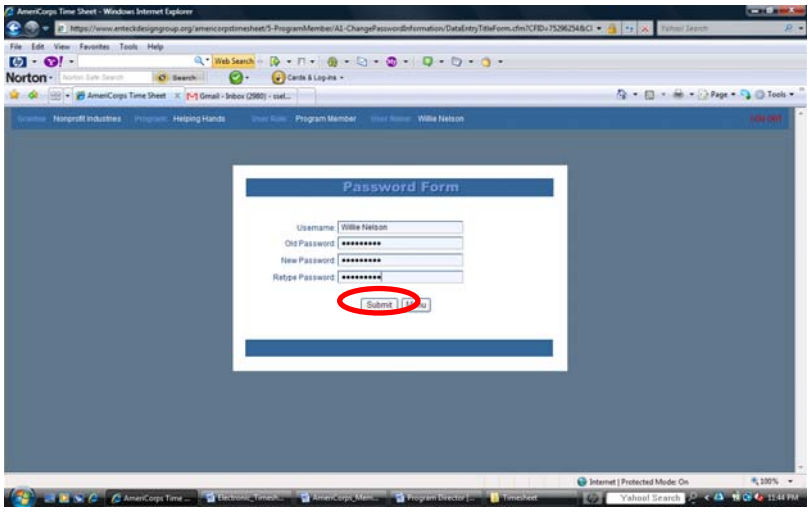
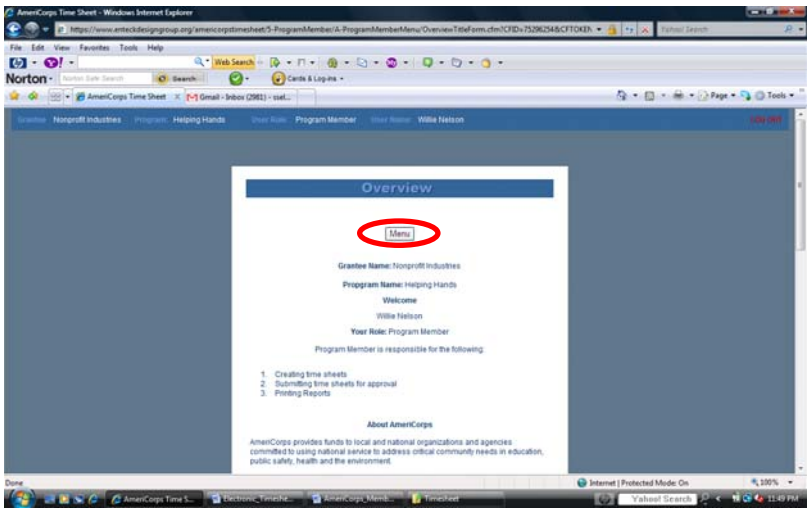
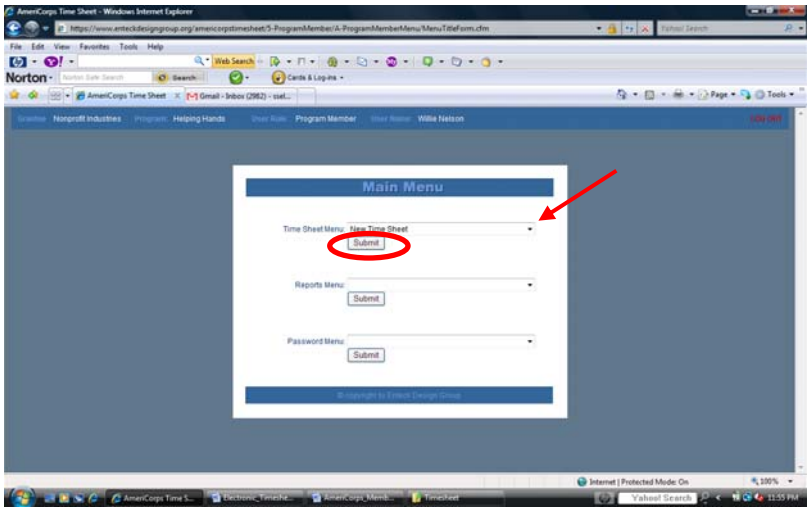
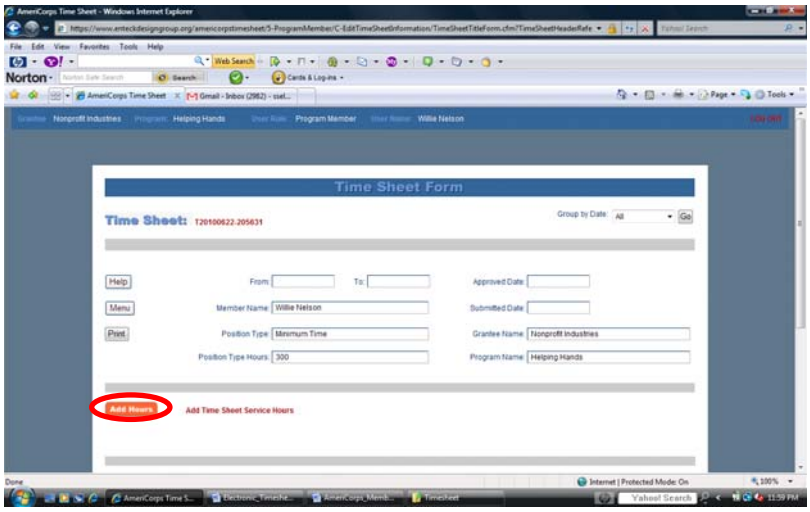
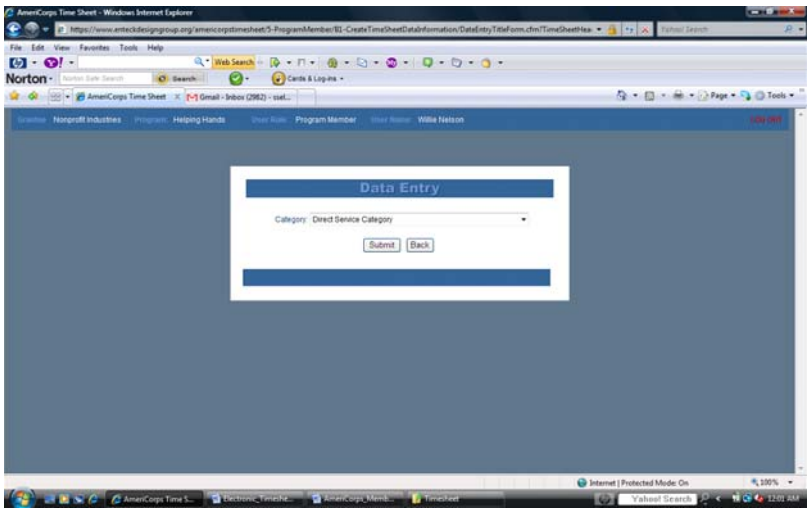
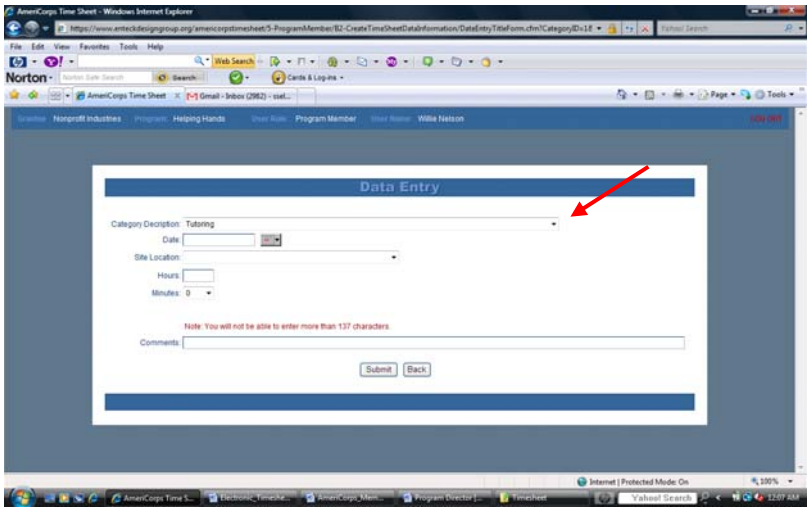
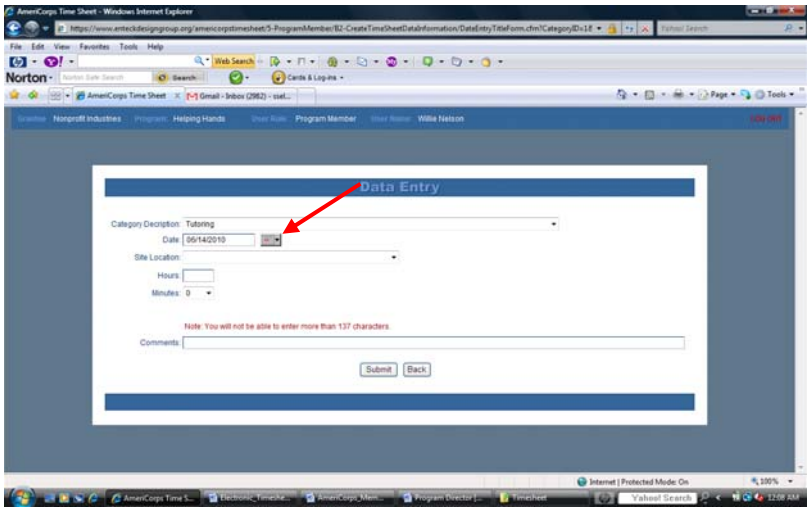
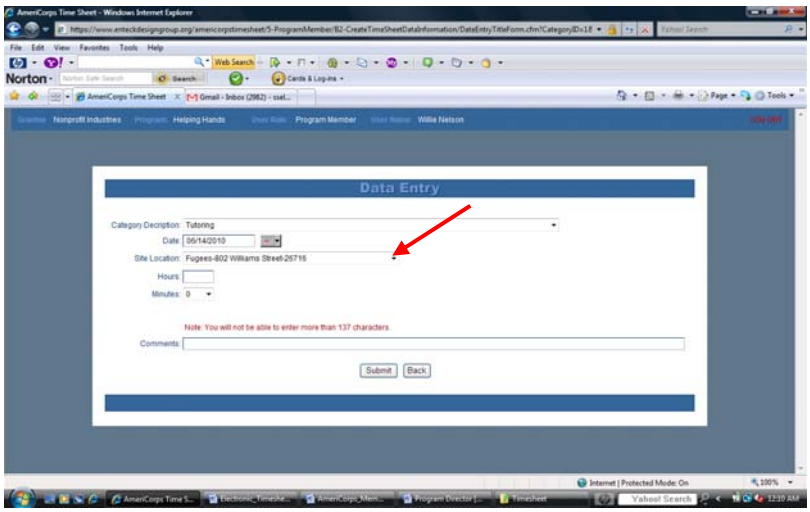
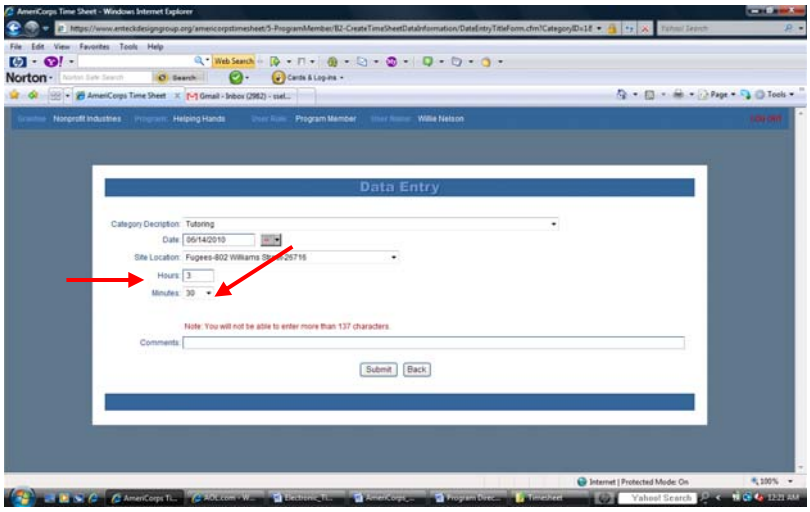
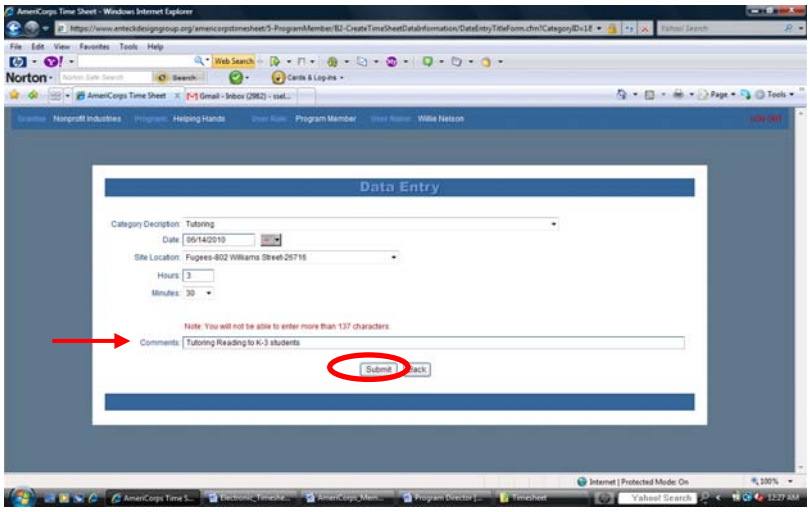
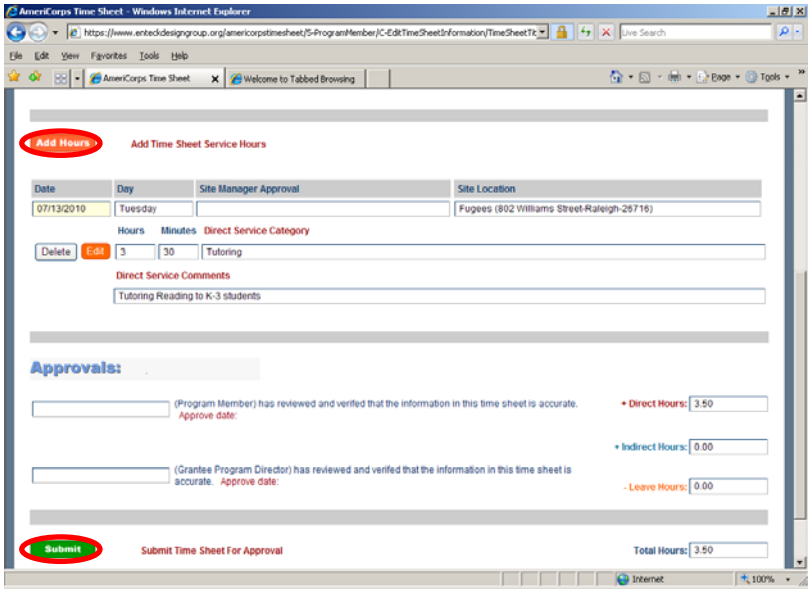
AmeriCorps Member Online Time Sheet Instructions

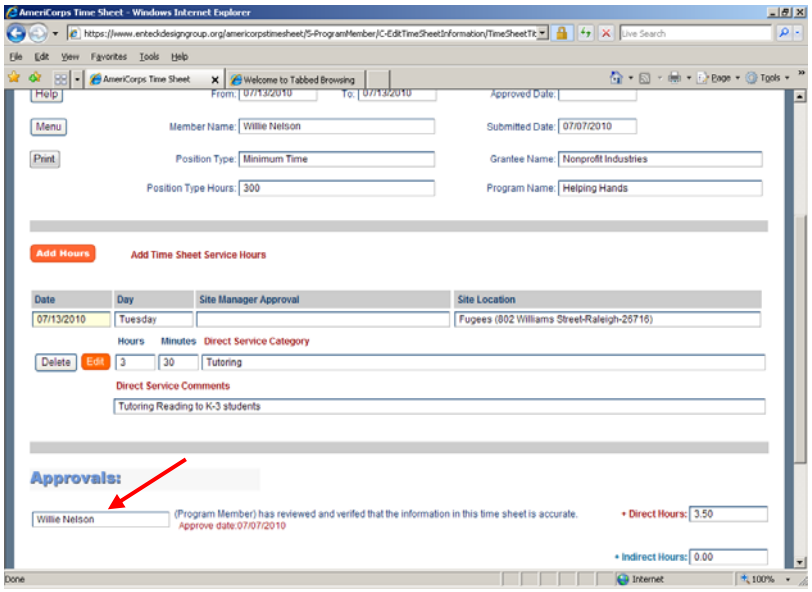
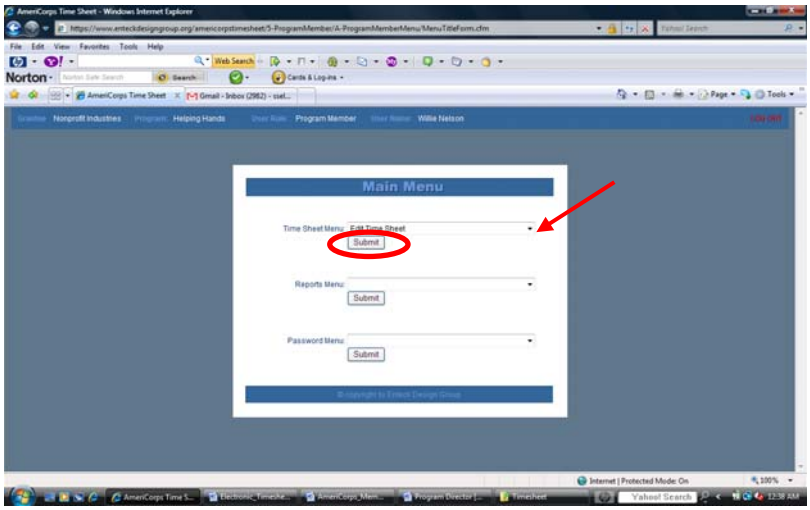
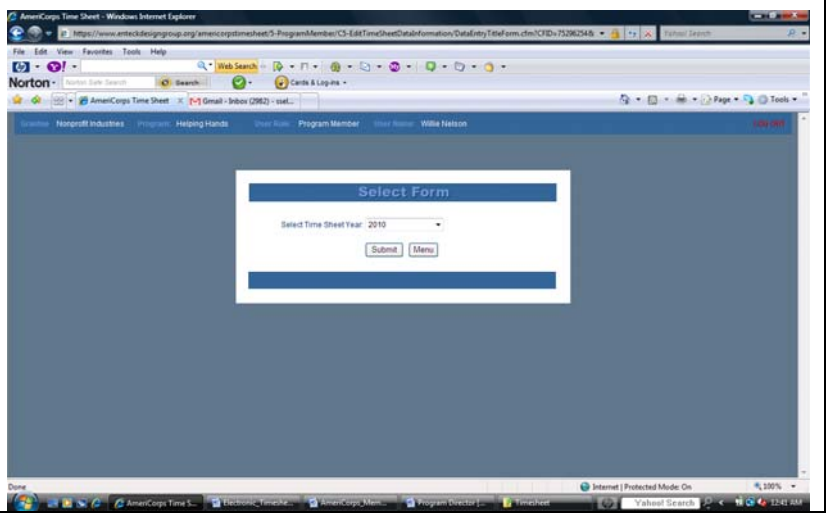
Instructions	Screen View
ACCESS THE SYSTEM Access the Internet and navigate to the electronic time sheet website. You should see the AmeriCorps logo and "NC AmeriCorps Time Sheet" at the top of the page.	
Type in your user name and password and click the login button to access the system. The program director will supply you with your user name as well as a temporary password for the first time you access the system.	

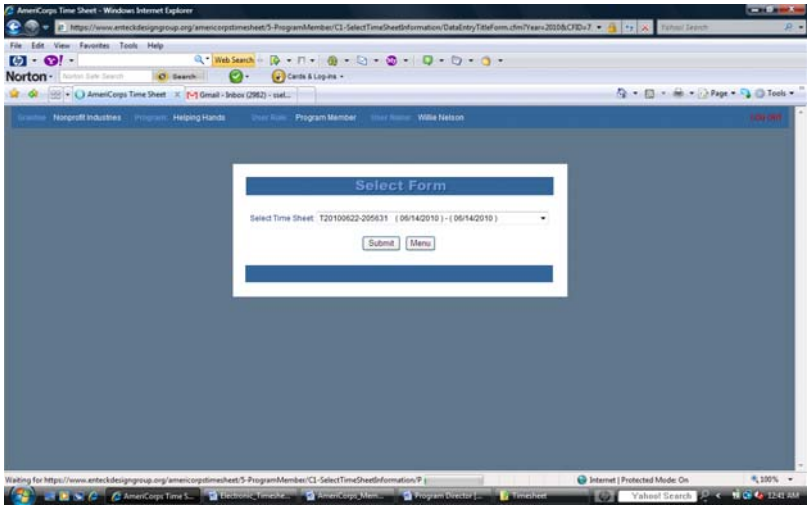
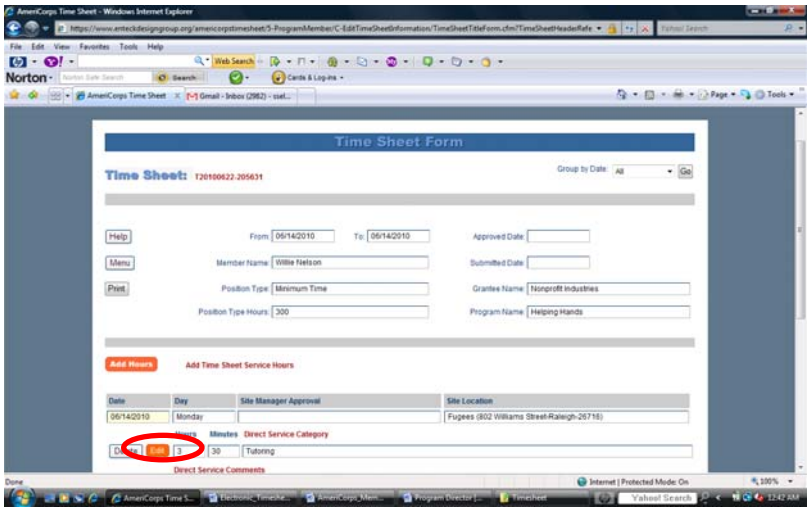
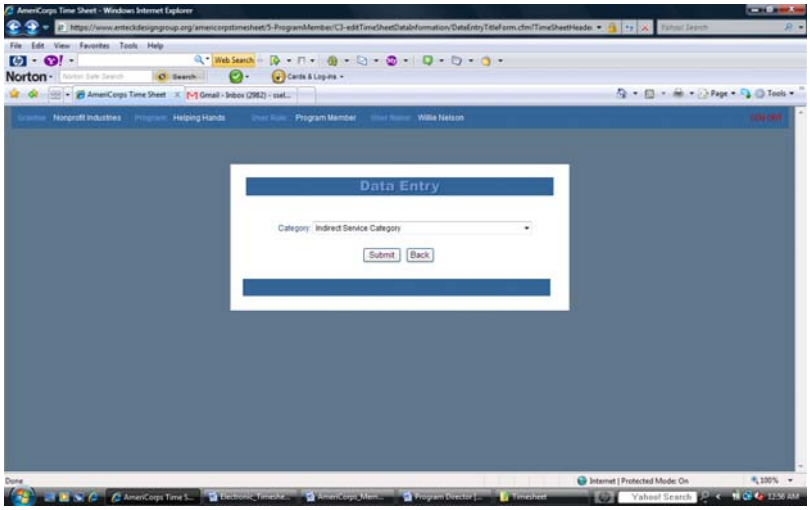
Instructions	Screen View
The first time that you access the system, you will be immediately prompted to change your password. For “Old Password,” enter the temporary password supplied by the program director. *Note: Remember to maintain your new password in a secure place.*	
Once you log in, you will be taken to a page with “Overview” at the top. Click on the menu button.	
CREATE & SUBMIT TIME SHEETS On the Main Menu screen, click the drop down button (downward arrow) next to “Time Sheet Menu.” Select New Time Sheet.” Then click the submit button directly below your selection.	

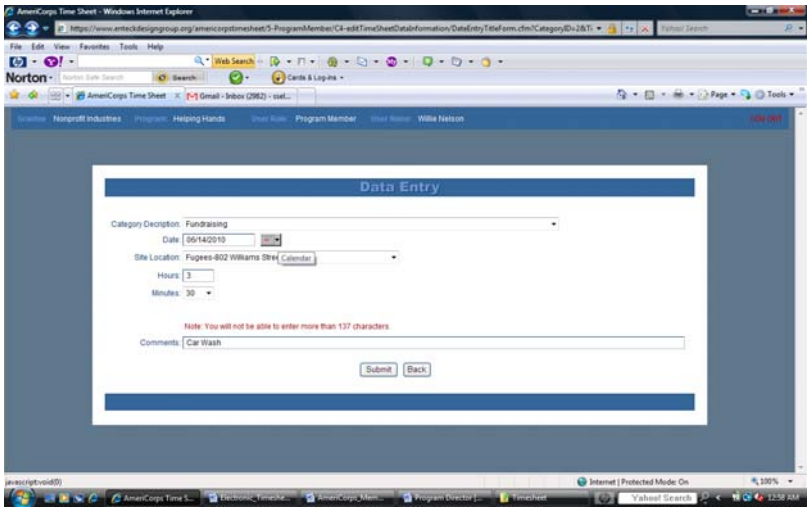
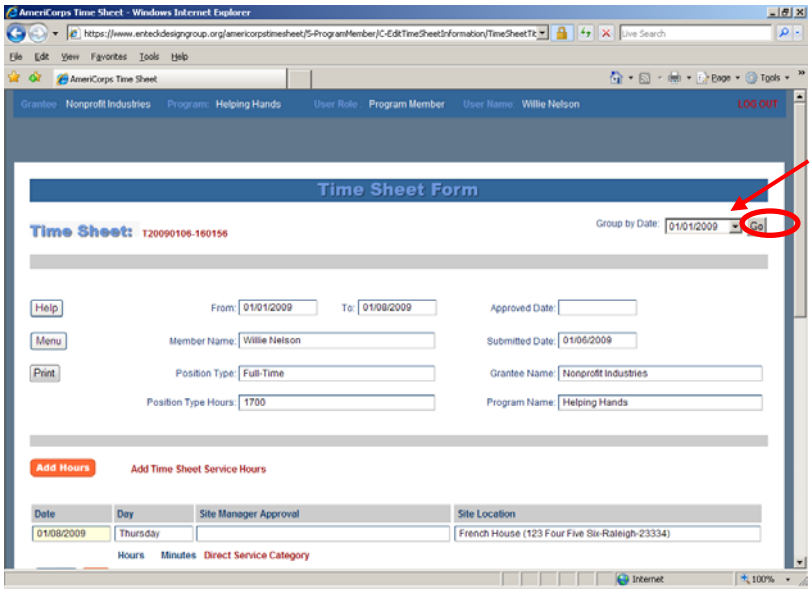
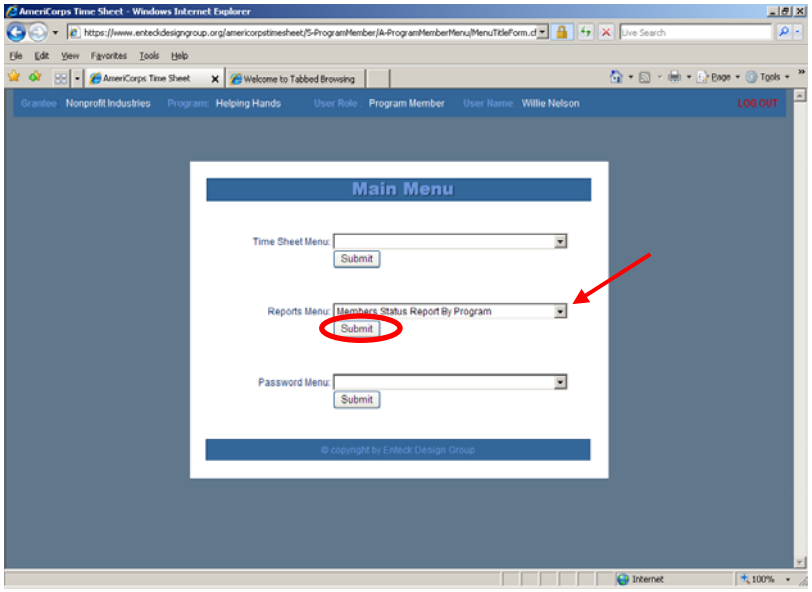
Instructions	Screen View
You will be taken to the Time Sheet Form screen. Click the orange add hours button.	
Select the appropriate service category. Then click the submit button.	
Click the drop down button next to "Category Description" and select the appropriate service description.	

Instructions	Screen View
Click the calendar icon and select the appropriate date.	
Click the drop down button next to “Site Location” and select the appropriate site.	
Next to “Hours,” enter the number of whole hours served. For any fraction of an hour served, click on the drop down button next to “Minutes” and select the number of minutes closest to what you served. *Note: If, for example, you worked three and a half hours, you would enter “3” next to “Hours” and select “30” next to “Minutes.”*	

Instructions	Screen View
Enter comments related to the service category. Then click the submit button.	
IF you need to enter hours for another activity **for that time sheet*** click the orange add hours button and repeat the steps above. **IF** you need to edit hours, click the orange edit button next to the activity hours you want to edit. **IF** you have entered hours earned for all activities **for that time sheet***, click the green submit button. ***Note: the program director should provide you with specific information about the dates each time sheet should cover (they should correspond with the pay periods).***	

Instructions	Screen View
After you click on the submit button, your name will appear under "Approvals." *To return to the Main Menu screen from the Time Sheet Form screen, click the menu button (above the print button).*	
EDIT TIME SHEETS On the Main Menu screen, click the drop down button next to "Time Sheet Menu" and select "Edit Time Sheet." Then click the submit button directly below your selection.	
Select the appropriate year. Then click the submit button.	

Instructions	Screen View
Select the time sheet you want to edit. Then click the submit button.	
On the Time Sheet Form screen, click the orange edit button next to the activity hours you want to edit.	
If the service category needs to be changed, click the drop down arrow next to "Category" and select the appropriate service category. Otherwise, leave the service Category as is. Then click the submit button.	

Instructions	Screen View
Edit the information. Then click the submit button. Your time sheet has been edited.	
VIEW HOURS BY DATE For any time sheet, you can see the activity hours for all dates on that time sheet or for just a specific date. This feature may be helpful if you have numerous entries on a single time sheet. To utilize this feature, click the drop down button next to "Group by Date" located in the upper right corner of the Time Sheet Form screen. Select the date you wish to view hours for. Then click the go button next to your selection. To view all hours for that time sheet, select all. Then click the go button next to your selection.	

Instructions	Screen View
VIEW REPORTS On the Main Menu screen, click the drop down button next to “Reports Menu” and select the report you would like to view. Then click the submit button directly below your selection.