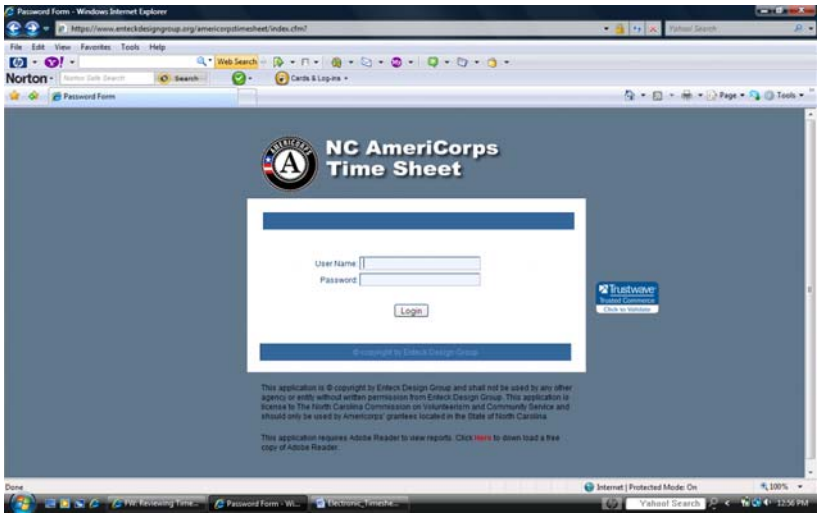
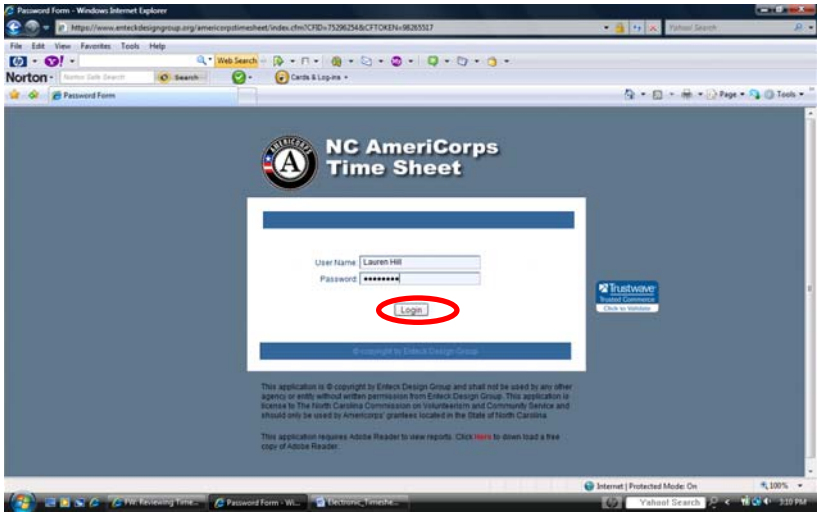
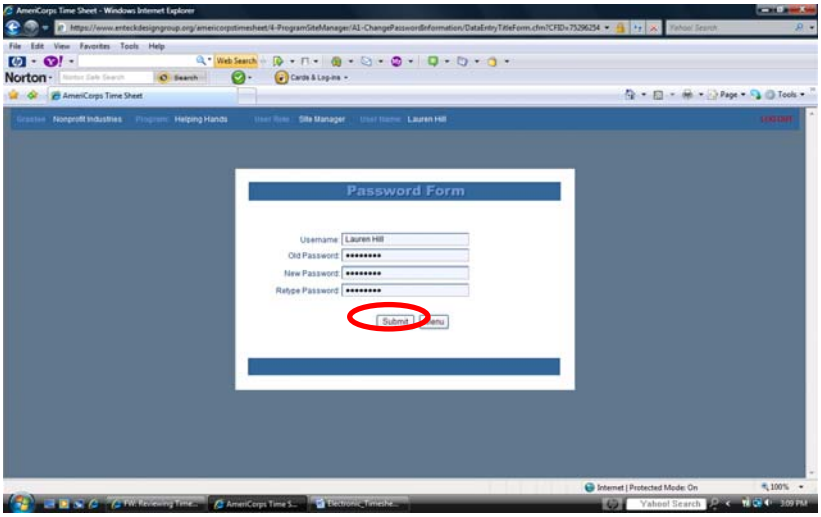
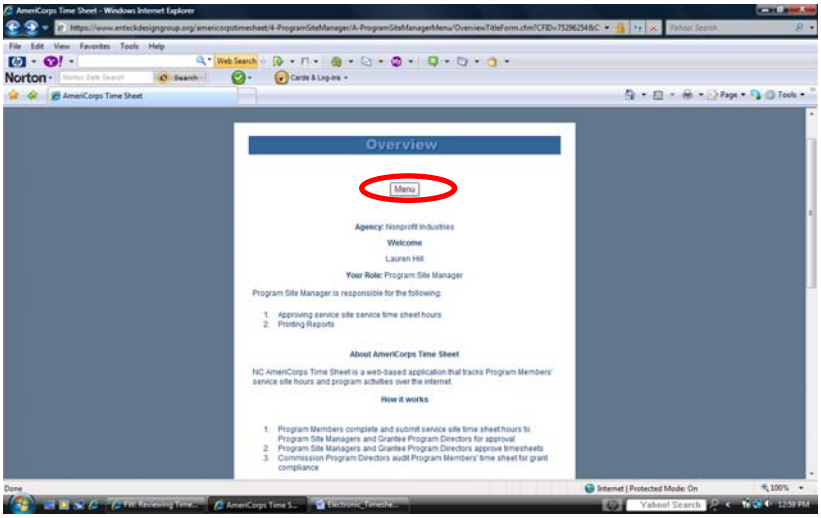
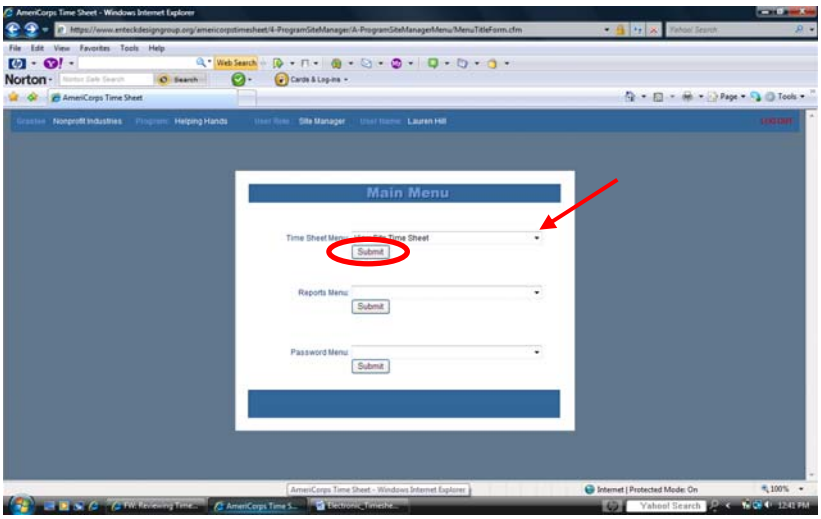
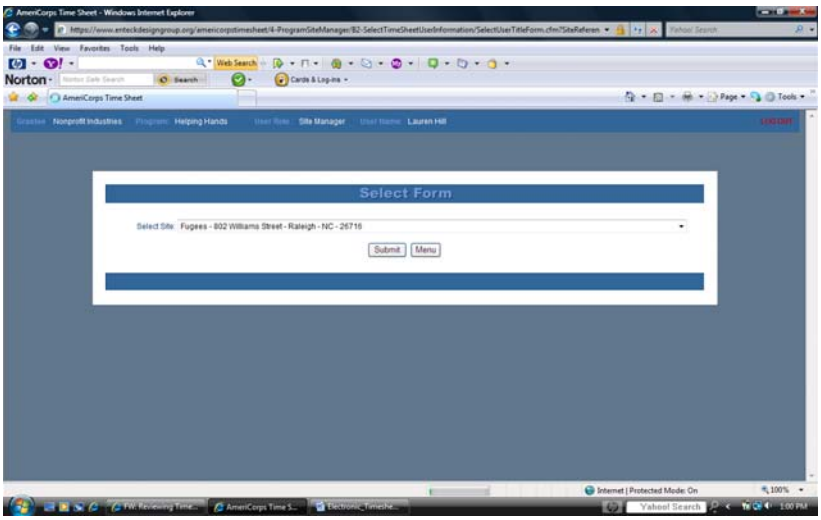
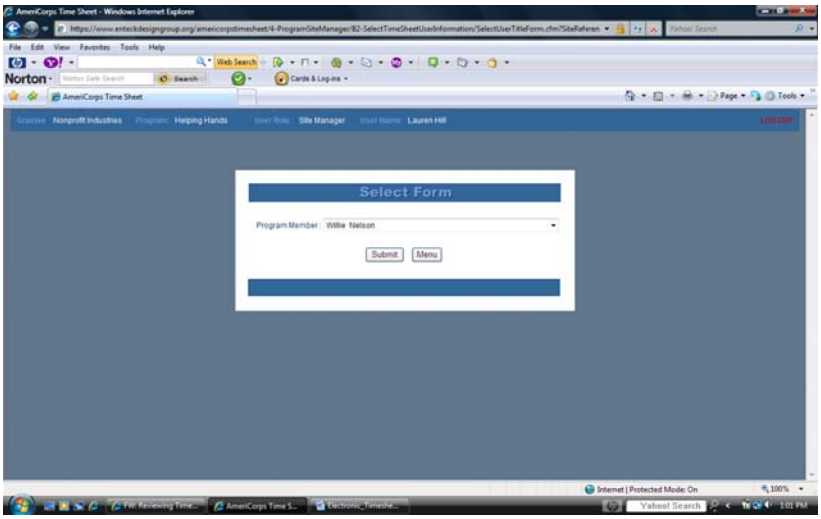
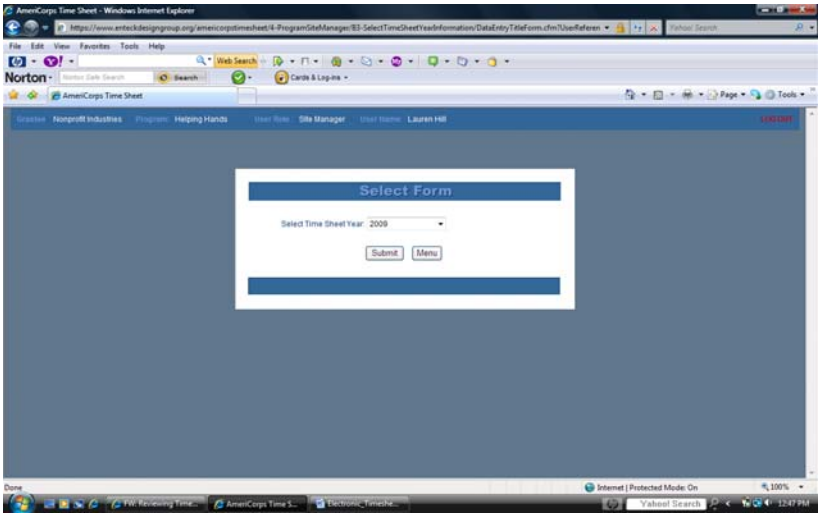
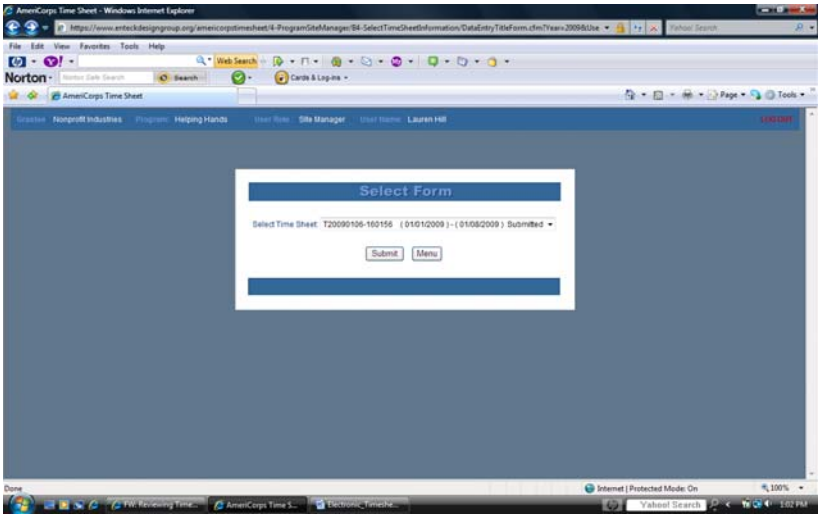
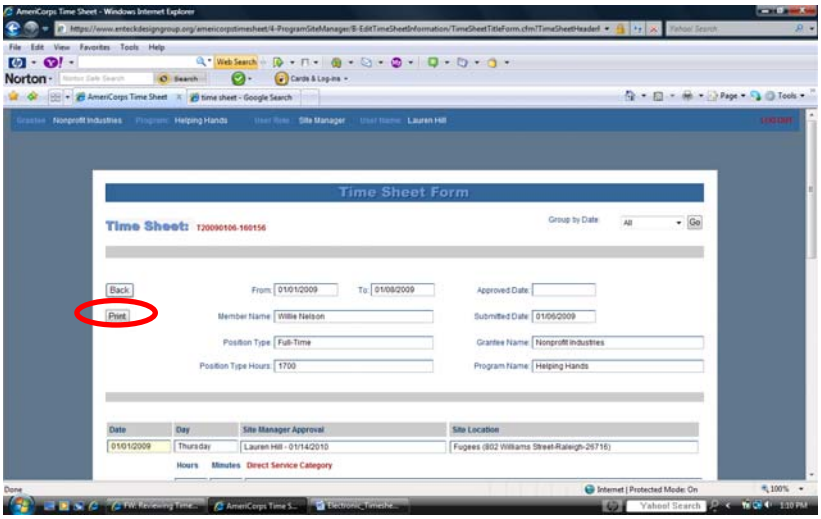
Site Manager Online Time Sheet Instructions:

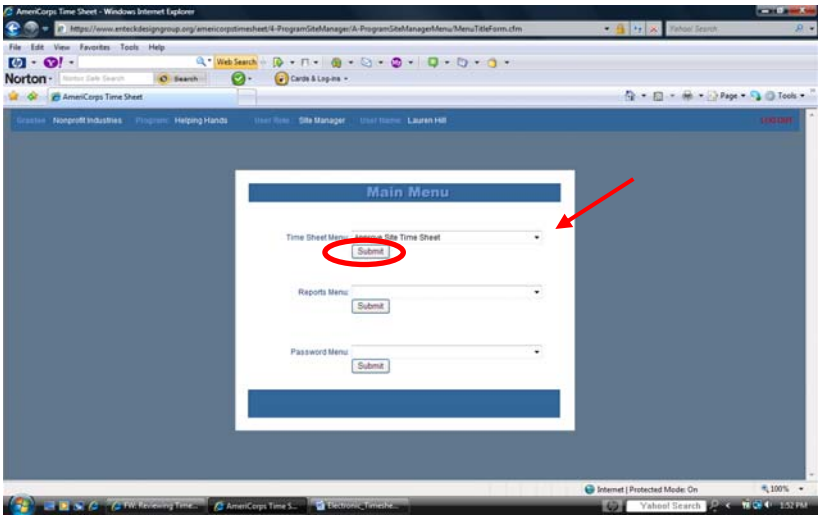
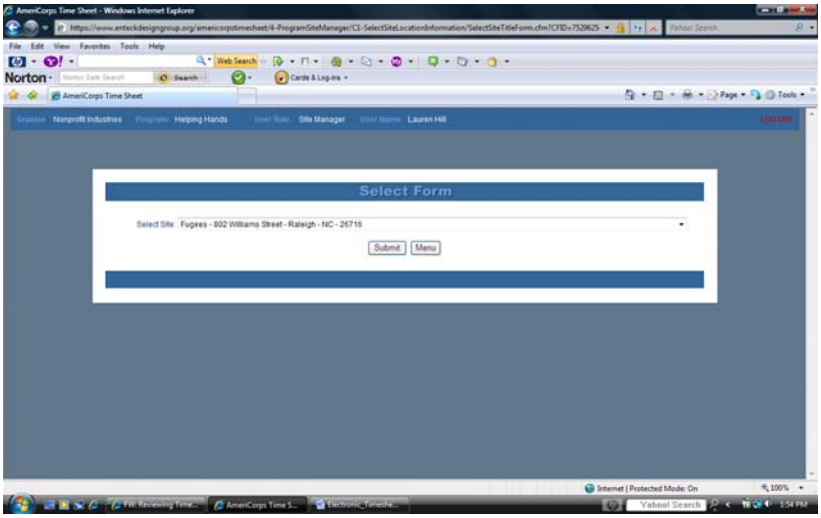
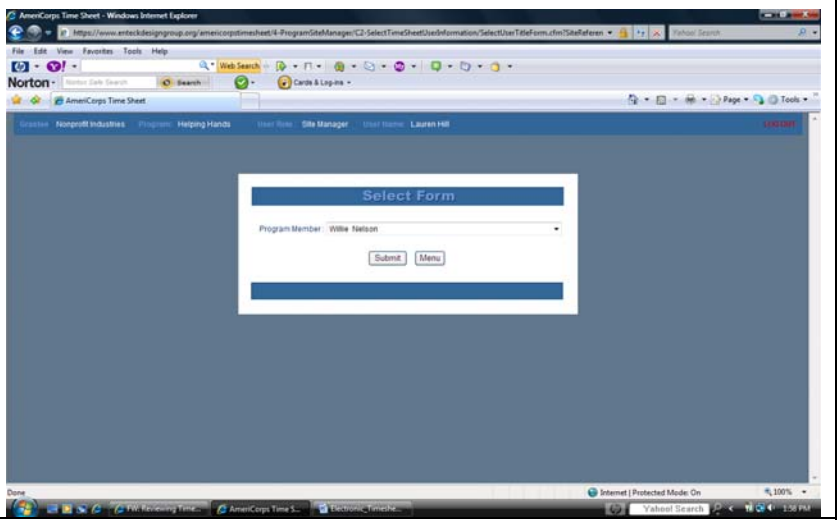
Steps to Take to Approve AmeriCorps Member Time Sheets

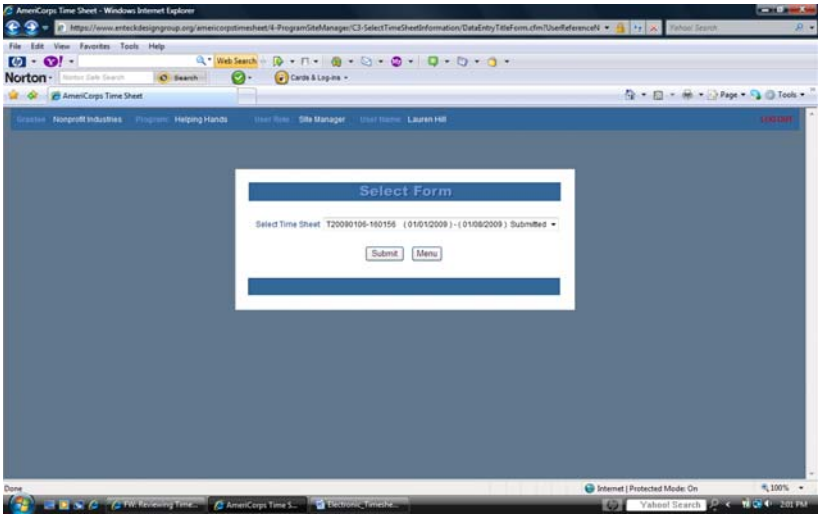
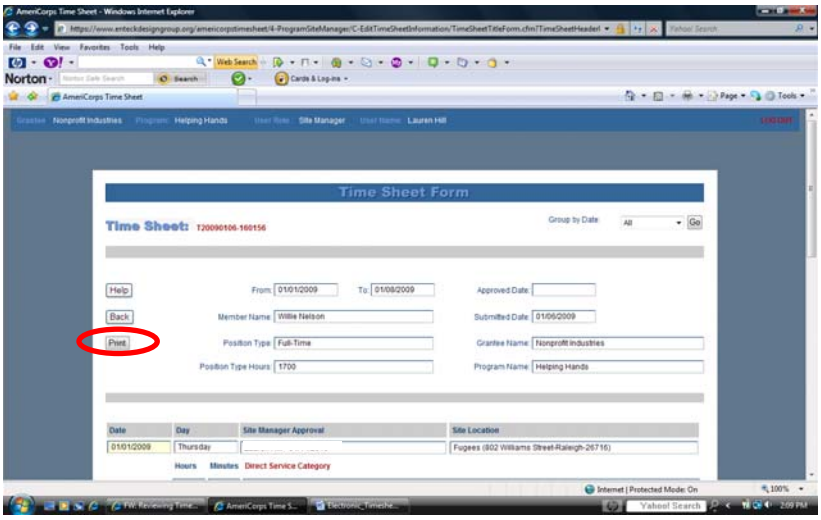
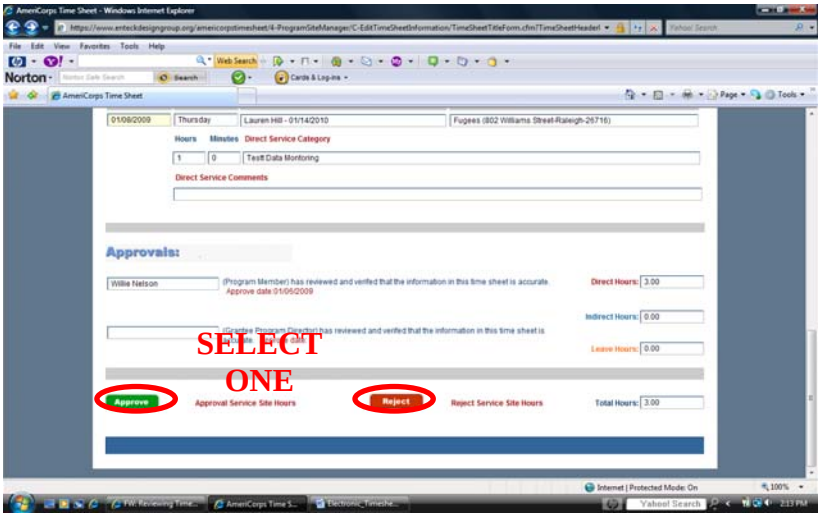
Instructions	Screen View
ACCESS THE SYSTEM Access the Internet and navigate to the electronic time sheet website. You should see the AmeriCorps logo and "NC AmeriCorps Time Sheet" at the top of the page.	
Type in your user name and password and click the login button to access the system. The program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

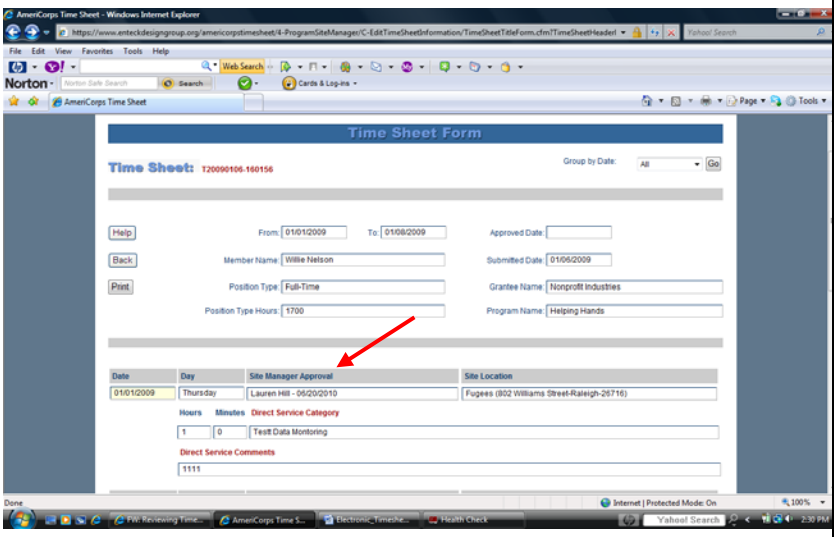
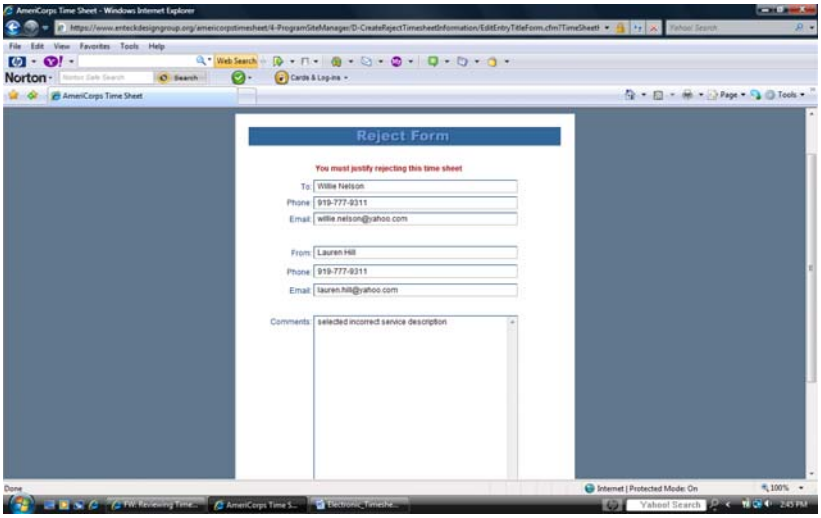
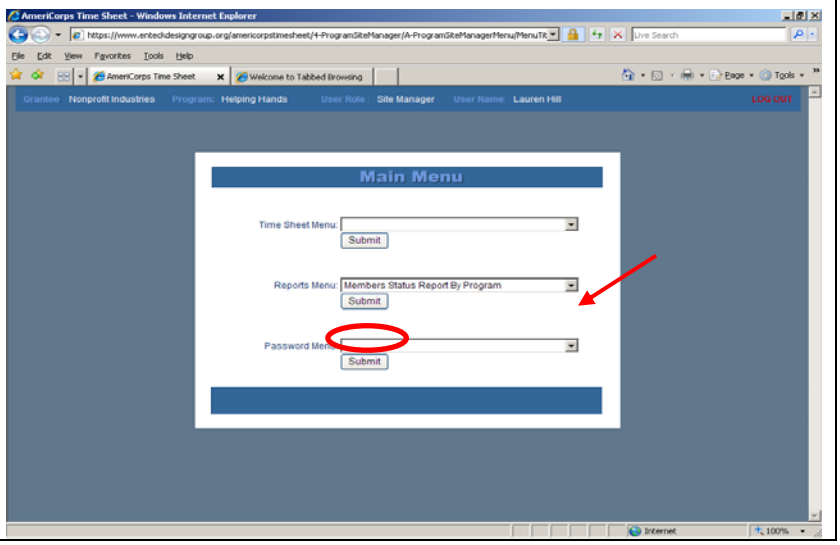
Instructions	Screen View
The first time that you access the system, you will be immediately prompted to change your password. For “Old Password,” enter the temporary password supplied by the program director. *Note: Remember to maintain your new password in a secure place.*	
Once you log in, you will be taken to a page with “Overview” at the top. Click on the menu button.	

Instructions	Screen View
VIEW TIME SHEETS On the Main Menu screen, click the drop down button (downward arrow) next to "Time Sheet Menu." Select "View Site Time Sheet." Then click the submit button directly below your selection.	
Select the appropriate site. Then click the submit button.	
Select the appropriate member. Then click the submit button.	

Instructions	Screen View
Select the appropriate year. Then click the submit button.	
Select the time sheet to be viewed. Then click the submit button.	
You will be taken to the Time Sheet Form screen. View the time sheet. *Note: If you click the print button, you can view a printer-friendly version of the time sheet that you may find easier to examine. To return to the system from the printer-friendly time sheet, click your internet browser's back button.* *To return to the Main Menu screen from the Time Sheet Form screen, click the back button (above the print button), and then click the menu button on the screen that appears.*	

Instructions	Screen View
REVIEW & APPROVE TIME SHEETS On the Main Menu screen, click the drop down button next to “Time Sheet Menu.” Select “Approve Site Time Sheet.” Then click the submit button directly below your selection.	
Select the appropriate site. Then click the submit button..	
Select the appropriate member. Then click the submit button.	

Instructions	Screen View
Select the appropriate time sheet. Then click submit.	
You will be taken to the Time Sheet Form screen. Review the time sheet. *Note: If you click the print button, you can review a printer-friendly version of the time sheet that you may find easier to examine. To return to the system from the printer-friendly time sheet, click your internet browser's back button.*	
At the bottom of the Time Sheet Form screen you can approve the time sheet by clicking the green approve button or you can reject the time sheet by clicking the red reject button.	

Instructions	Screen View
If you click the green approve button, you will see your name under “Site Manager Approval” for each date at your site.	
If you click the red reject button, the Reject Form screen will appear. Complete the form. Make sure to include a rejection reason. Then click the submit button. Once you have rejected the time sheet, inform the program director and the member via e-mail. It is the responsibility of the site manager to reject the time sheet and return it to the member to make the requested changes. Once the necessary changes have been made, approve the time sheet	

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.