

Using OnCorps


Member Time Sheet Guide



1. Login to the Time Sheet site using this link:

<https://secure.oncorpsreports.com/index.asp?pageID=1&stID=13&programYearID=13&prgID=6257&stafflogin=&directorlogin=&coordinatorlogin=&supervisorlogin=&memberlogin=X>

Login to OnCorps Reports



OnCorps Reports™
On task. On time. Online.

You are logging into:
2017-2018 Refugee RISE AmeriCorps
[change](#)

Program Director Username:

Password:

Forgot your password?
Enter your e-mail address below and your login name and password will be e-mailed to you. It may end up in your spam folder, so check there as well.

Email:

Your username and temporary password have already been created for you.

Your username is capitalized first letter of your first name followed by your last name.

Example: Jon Smith is JSmith or Jane Doe is JDoe.

Your temporary password is RISE123

Once logged in you will need to create a new password.

Apps United States Department of Homeland Security SING Ethnic Minorities of B RefugeeRISE AmeriCorps Members - RefugeeR Refuge



Change Password

Your password has expired.

For security reasons, it is recommended that you change your password on a regular basis. Please enter your new password below.

Your password must contain 8 characters

Change your password here

New Password:

Verify Password:

Save

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Next select a timesheet to fill out



[Home](#)

Welcome Test

Your next [time sheet](#) is due Oct 22, 2017



[Home](#) > [Time Tracking](#) > [Enter Timesheets](#)

Enter Timesheets

Select a Period:

Select One

Select One

10/06/2017 - 10/19/2017 saved: 10/19/2017 submitted: 10/19/2017 approved: 10/19/2017

10/20/2017 - 11/02/2017

11/03/2017 - 11/16/2017

11/17/2017 - 11/30/2017

12/01/2017 - 12/14/2017

12/15/2017 - 12/28/2017

12/29/2017 - 01/11/2018

01/12/2018 - 01/25/2018

01/26/2018 - 02/08/2018

02/09/2018 - 02/22/2018

Next, you will select the correct pay period from the drop down. Please make sure the dates are correct for your timesheet.

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[Home](#) > [Time Tracking](#) > [Enter Timesheets](#)

Enter Timesheets

Select a Period:

Select One ▼

Select One

10/06/2017 - 10/19/2017 saved: 10/19/2017 submitted: 10/19/2017 approved: 10/19/2017

10/20/2017 - 11/02/2017

11/03/2017 - 11/16/2017

11/17/2017 - 11/30/2017

12/01/2017 - 12/14/2017

12/15/2017 - 12/28/2017

12/29/2017 - 01/11/2018

01/12/2018 - 01/25/2018

01/26/2018 - 02/08/2018

02/09/2018 - 02/22/2018

Once the correct timesheet is selected enter your hours. Please make sure training hours are recorded in the training section, direct service hours are in the direct service column, and fundraising hours are in the correct column.

- **DO NOT enter comments in the comments box unless directed otherwise by your host site supervisor AND program director.**

DO NOT enter hours until after you have served the hours. You are not allowed to preload your timesheet.

You are entering time for period: 10/20/2017 - 11/02/2017

This time sheet is DUE: 11/05/2017

Day	Fund raising	Training	Service	Total Hours
		Training	Direct Service	
Fri Oct 20	<input type="text" value="0"/>	<input type="text" value="8"/>	<input type="text" value="0"/>	<input type="text" value="8"/>
Sat Oct 21	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Sun Oct 22	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Mon Oct 23	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Tue Oct 24	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Wed Oct 25	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="6"/>	<input type="text" value="6"/>
Thu Oct 26	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Fri Oct 27	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="8"/>	<input type="text" value="8"/>
Sat Oct 28	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Sun Oct 29	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Mon Oct 30	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Tue Oct 31	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="8"/>	<input type="text" value="8"/>
Wed Nov 1	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Thu Nov 2	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Totals:	<input type="text" value="0"/>	<input type="text" value="8"/>	<input type="text" value="22"/>	<input type="text" value="30"/>

Comments/Description:

Once your hours have been served and entered, you may submit your time sheet. Make sure you click the disclaimer box before submitting the timecard. Please note, you are able to keep track of hours as you go, but you will only click on the save button UNTIL the time sheet is complete and ready to be submitted.

Comments/Description:

Don't write comments here

1000 characters left



By clicking submit, the member certifies that the time reported as program service, training and fundraising hours are true and correct and did not include any service activities prohibited by law, regulation or contract. Further the member understands that a knowing and willful false statement on this form can be punished under federal law (Section 1001 of Title 18, USC)

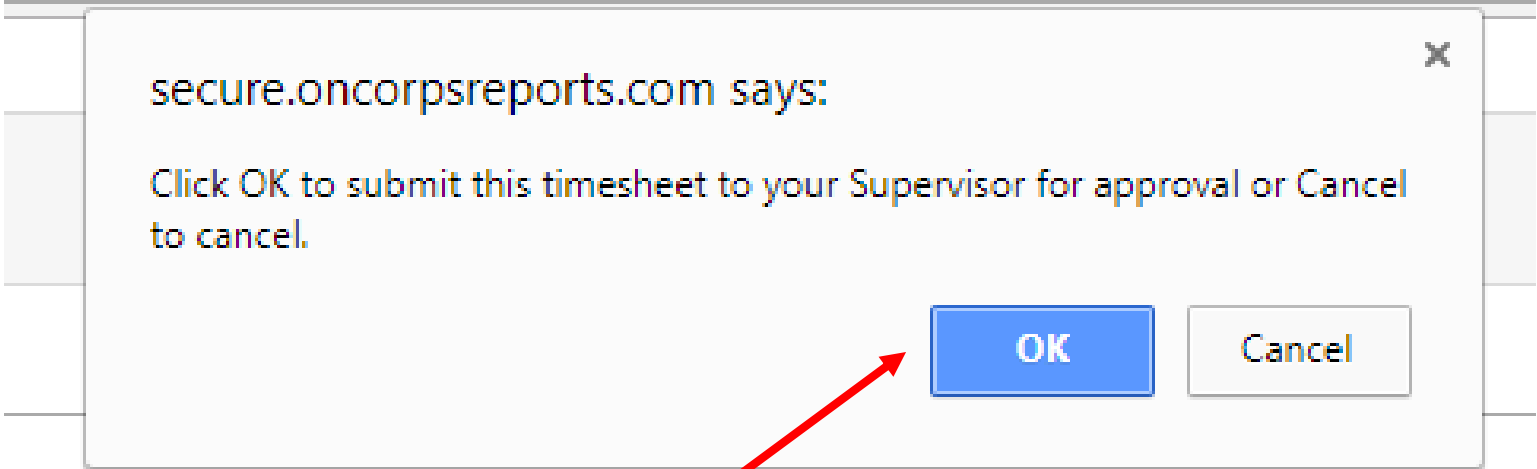
Save

Authorize and Submit

[Program Web Site](#) | [Calendar](#) | [Resources](#) | [Help](#)

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When you click on the Authorize and Submit button this box will pop up. Click OK.



You are entering time for period: 10/20/2017 - 11/02/2017

~~This timesheet is DUE: 11/05/2017~~

When you are finished, your home screen will look like this



[Home](#) > [Time Tracking](#) > Enter Timesheets > [Timesheet](#)

Timesheet

+ Test Member
Enrolled: 1720 | Hours Left: 1696 | Expected End Date: 10/05/2018

Select a Period:

10/20/2017 - 11/02/2017 saved: 10/19/2017 submitted: 10/19/2017

Your timesheet for week 10/20/2017 - 11/02/2017 has been sent to your Site Supervisor for approval.

