

How to use OnCorps for C2C AmeriCorps Members

1. Go to the website <http://or.oncorpsreports.com/>
2. On the upper right section of the screen, make sure the program year is selected to “2016-2017”
 - a. If you are a returning member, make sure the program year is selected to “2015-2016”
3. Hit the blue button underneath that says “submit”
4. On the next screen, on the left sidebar, there will be section for Oregon Campus Compact. In that section, select “AmeriCorps Member”
5. Log-in with your username and password
 - a. If you are just activating your account, your initial log-in and password will be your first initial and last name. Example: j.smith
 - b. You will be prompted to change your password after activating your account but your username should remain the same
6. Once you are logged on, go to the tab that says “time-tracking,” then select “enter timesheet”
7. On the next screen, select the period for which you would like to record your service activity. Then hit “choose”
8. You will now be able to see the tracking sheets. Make sure to record your hours in the appropriate categories and be sure to write a sentence or two explaining what you did on the days that you were on site. Finally, hit “save” at the bottom of the screen after every time that you record your

activity

9. At the end of the time period, when you have entered all your activity for that time, scroll to the bottom and hit “Authorize and Submit” so that your site supervisor can approve your hours

Important notes:

Starting October 2016, time-sheets will be due twice a month. Be sure to submit time-sheets by the due dates listed on your time-sheet calendar. Your time-sheet will be reviewed by both your supervisor and an ORCC program director; they will “approve” your time-sheet which locks your hours in.

If something is misreported or looks incorrect, your time-sheet will be “rejected.” Often times, this happens if a member categorizes their hours wrong or forgets to include the number of hours served. Track your hours regularly so as not to forget what you have done. Remember that **only** 20% of your respective hours can be for member development and **only** 10% can be for fundraising. OnCorps does *not* stop you from being able to report hours as member development or fundraising if you exceed your limit. Be sure to be mindful of this.

Additionally, your time-sheet calendar includes the dates in which your supervisor must have approved your hours. Remind your supervisors and/or advocate for yourselves if you see that your supervisor has not approved your time-sheet. Do not wait until last minute to submit your time-sheet for approval.

If you need to miss work for a week or longer, please inform your supervisors **and** either Matt or Jazmine with ORCC.