AMERICA LEARNS

TIME SHEET REVIEW

For Fellows

AGENDA

TIME SHEET REVIEW FOR MEMBERS

1

PURPOSE

Why we invested in the America Learns Impact Suite for you

2

USING IT

How you’ll use the Impact Suite’s Time Sheet service

3

MORE

Questions and where to turn for help

WHY WE INVESTED IN AMERICA LEARNS FOR YOU

1

Our People

You mean so much to us, and our investment in your awesomeness is what fuels our impact. You need the right tools.

2

Our Time

We looked long and hard to find the easiest, most efficient system out there.
We don't have time to waste.

3

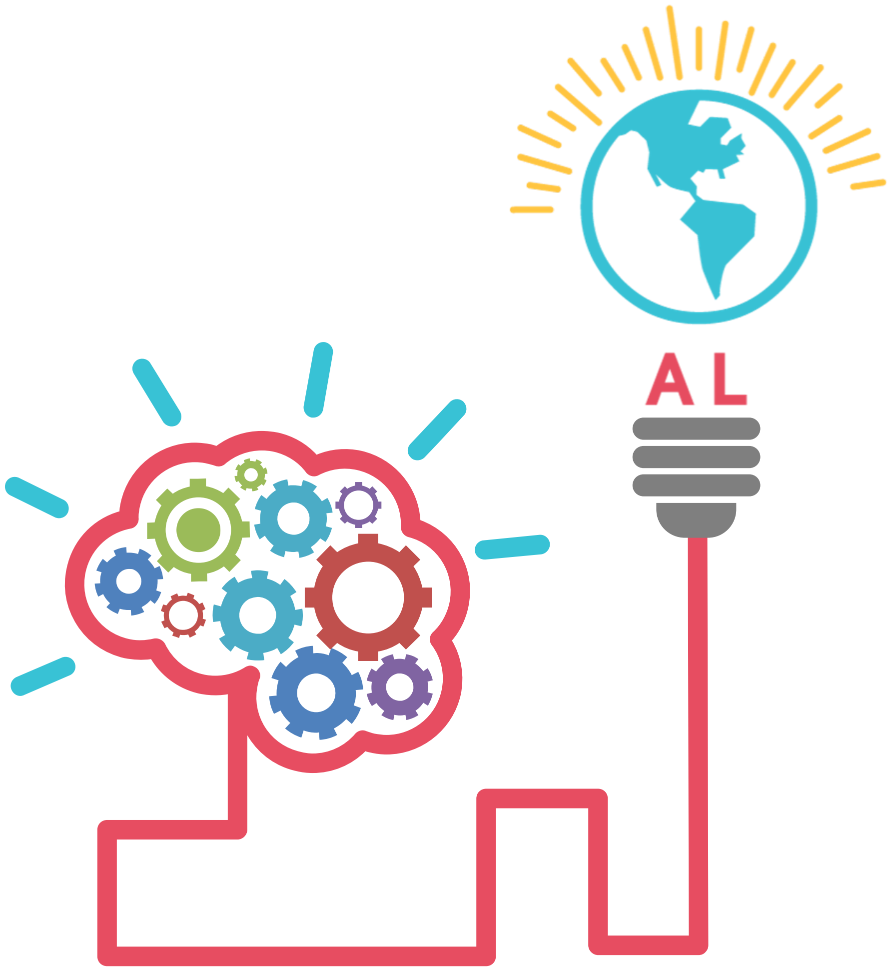
Our Hearts

The ideas, innovation and effort that you create daily are at the heart of everything we do.
We've got to harness that to keep getting better.

4

Our Data

Our data can teach us and shine a light on our impact. (Yes, even time sheet data!!)
Our America Learns Impact Suite makes sure we spend less time on paperwork and more time getting things done.

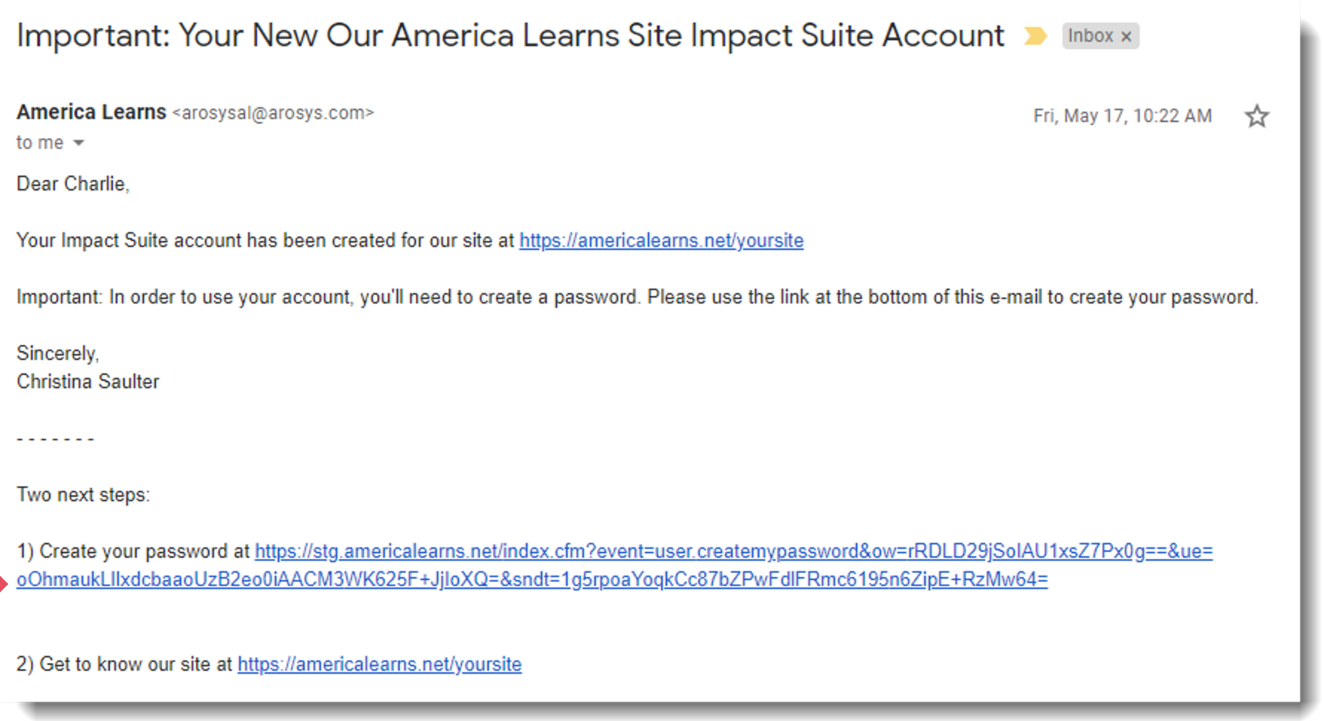


getting started

CREATE YOUR PASSWORD

WHEN AN ACCOUNT HAS BEEN CREATED FOR YOU, YOU'LL GET AN EMAIL LIKE THIS:

Click the link to access the home page and login.



Important: Your New Our America Learns Site Impact Suite Account Inbox ×

America Learns <arosysal@arosys.com> Fri, May 17, 10:22 AM

to me

Dear Charlie,

Your Impact Suite account has been created for our site at https://americalearns.net/yoursite

Important: In order to use your account, you'll need to create a password. Please use the link at the bottom of this e-mail to create your password.

Sincerely,
Christina Saulter

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Two next steps:

1) Create your password at https://stg.americalearns.net/index.cfm?event=user.createmypassword&ow=rRDLD29jSoIAU1xsZ7Px0g==&ue=oOhmaukLIlxdcbaaoUzB2eo0iAACM3WK625F+JjloXQ=&sndt=1g5rpoaYoqkCc87bZPwFdlFRmc6195n6ZipE+RzMw64=

2) Get to know our site at https://americalearns.net/yoursite

Use this link to create your password:

LOG IN

YOU WILL LOGIN TO YOUR AMERICA LEARNS WEBSITE HERE:

https://americalearns.net/collegecorpsfellows

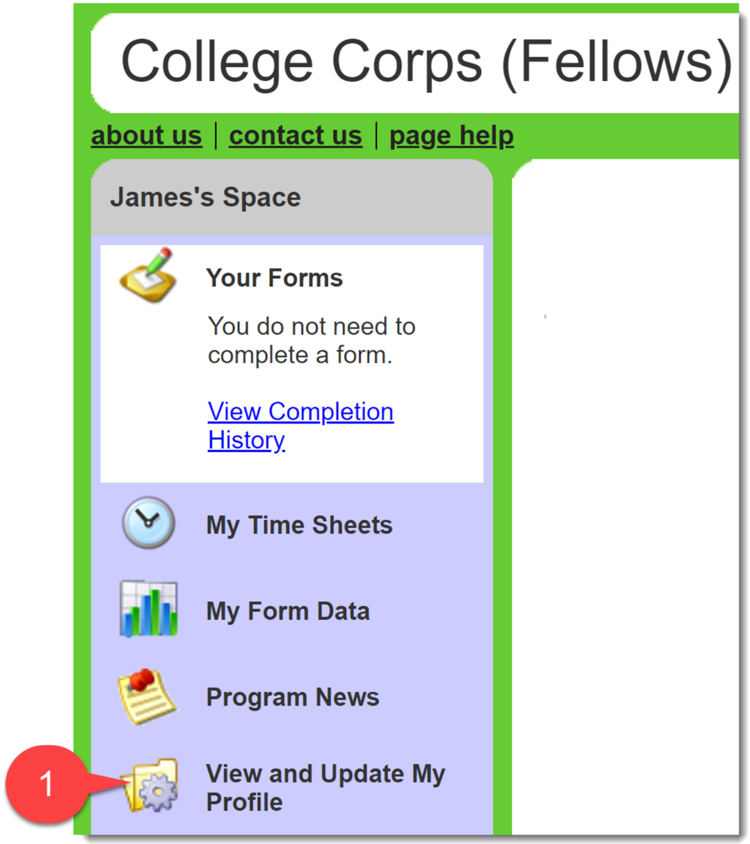
Save this address to your favorite web browser (Chrome, Firefox, Explorer, etc.).

document signing

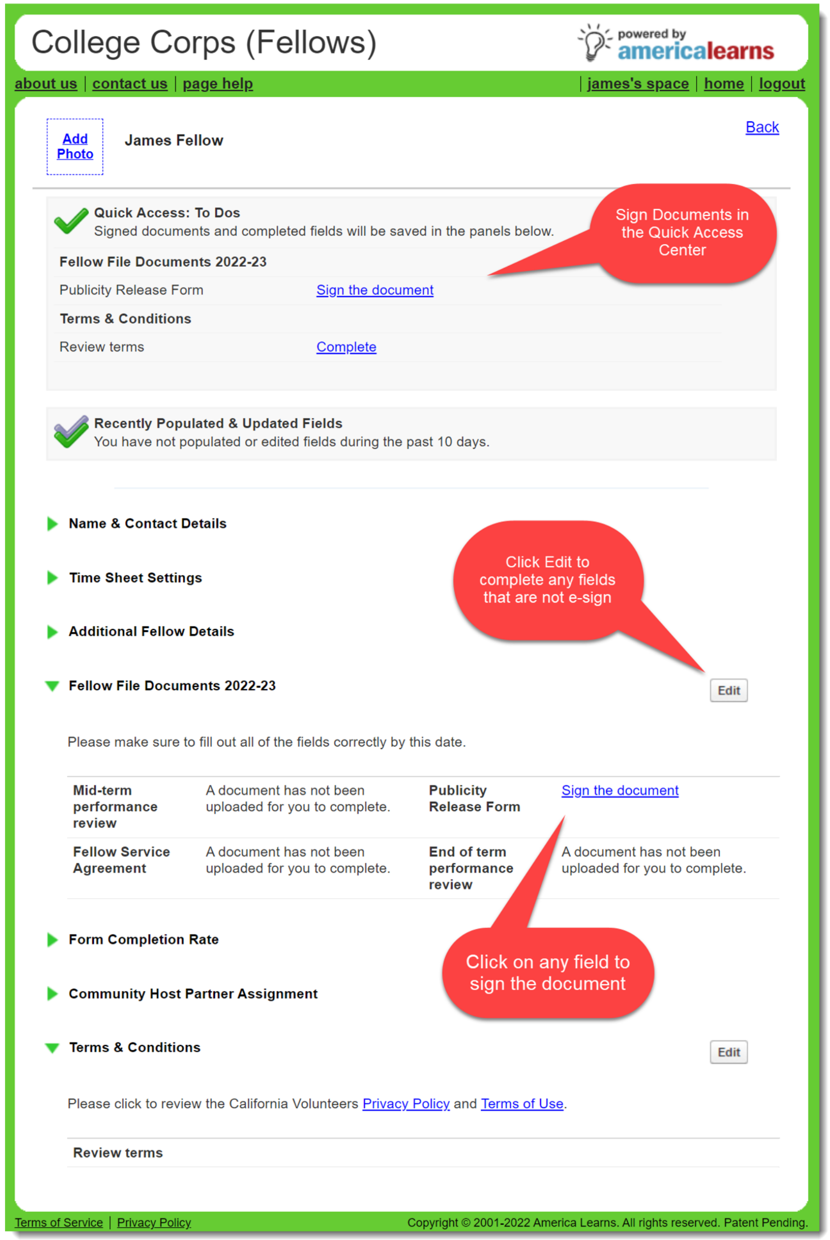
ACCESS YOUR PROFILE

UPDATE AND CHANGE YOUR PROFILE INFO HERE:

1 On the left, click **View and Update My Profile**.



2 On this page add all required information.



ACCESS YOUR PROFILE: DOCUMENT SIGNING

accessing your documents to sign

There will be times you'll need to e-sign documents. There are two ways to do this:

1 Through Your Quick Access Center

The Quick Access Center:

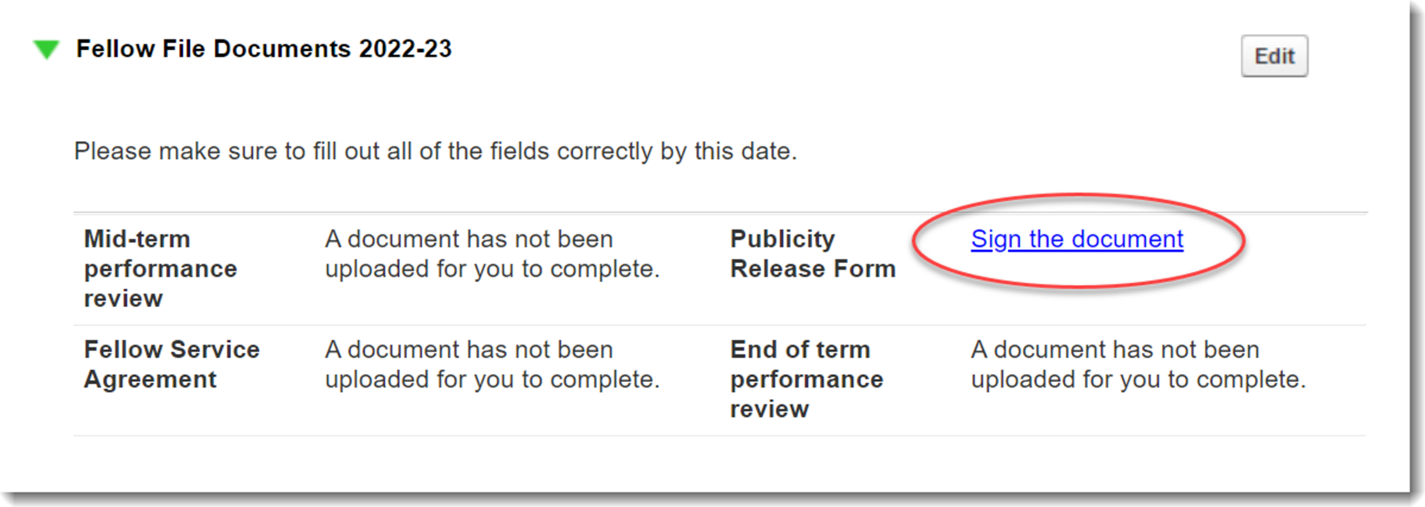
1. Any documents that need your e-Signature will show up in your **Quick Access: Documents to Sign**.

2. Click on the **Sign the document** link to open your document and complete it.

accessing your documents to sign

There will be times you'll need to e-sign documents. There are two ways to do this:

2 Through Your Profile



Through your profile:

1. Any documents that need your e-Signature will also show up in your profile.

2. Open panels using the green triangles to find the documents needing your signature.

3. Click on the **Sign the document** link to open your document and complete it.

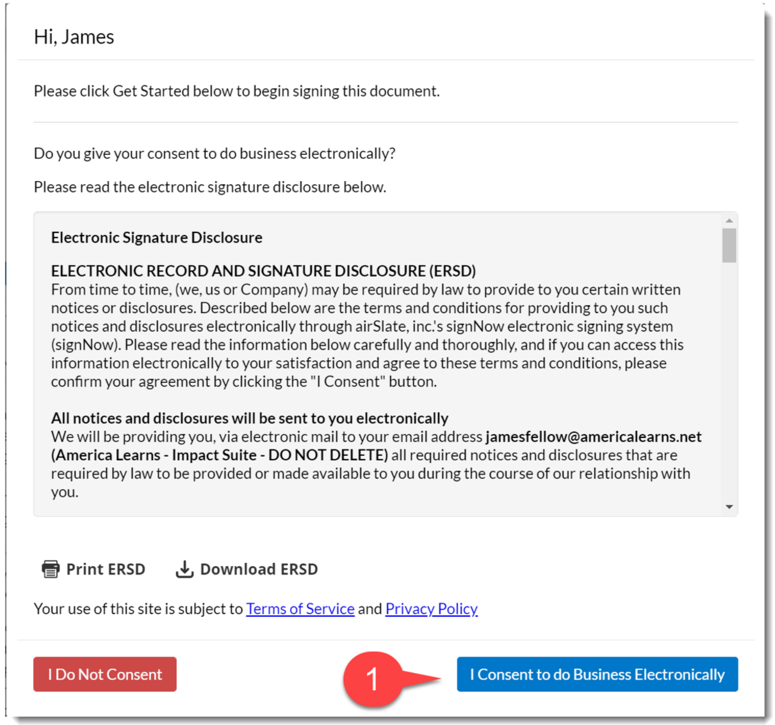
ACCESS YOUR PROFILE: DOCUMENT SIGNING

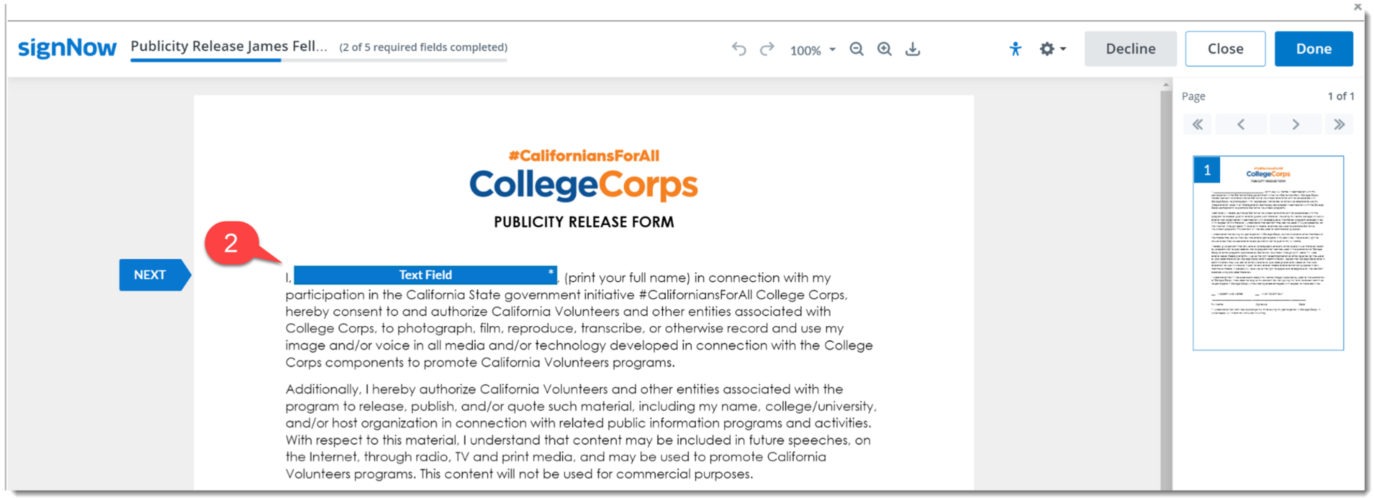
signing your documents

Once you click on the “Sign the document” link, follow the steps to complete your document.

1) Click “I Consent to do Business Electronically ”

2) Navigate through the document using the **Next** arrow and complete the required fields.



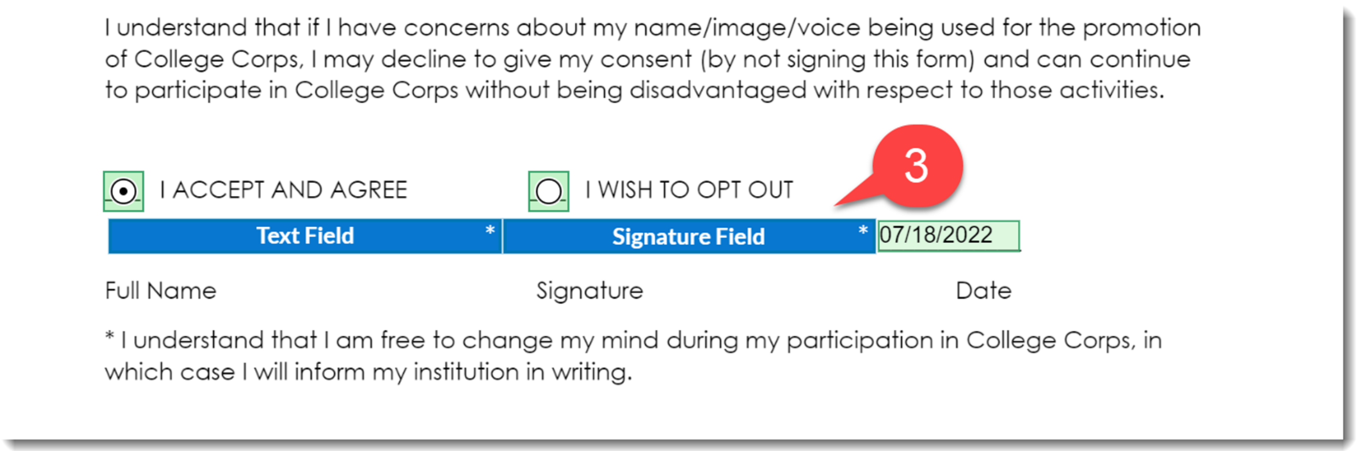


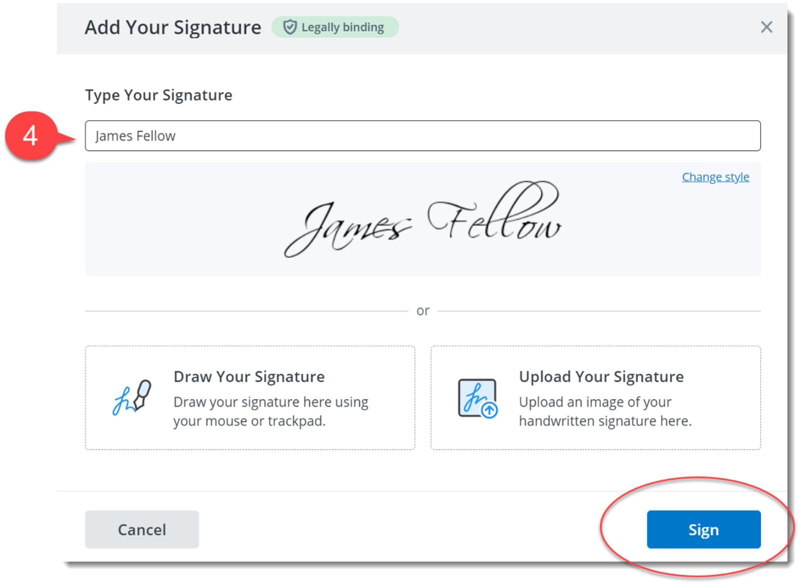
signing your documents

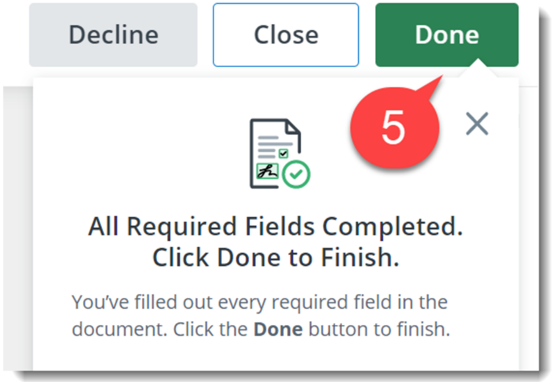
3) To sign the document, click **Signature Field**.

4) Set up your signature and click **Sign**.

5) Click **Done** on the top right of the document when you have completed.





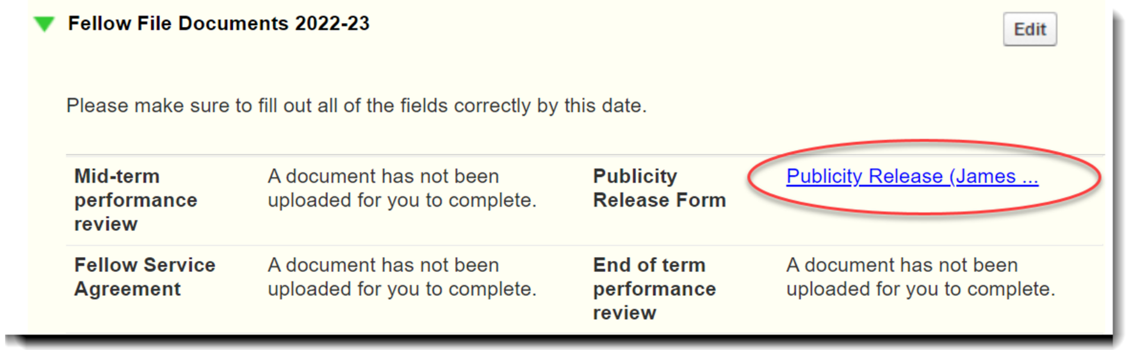


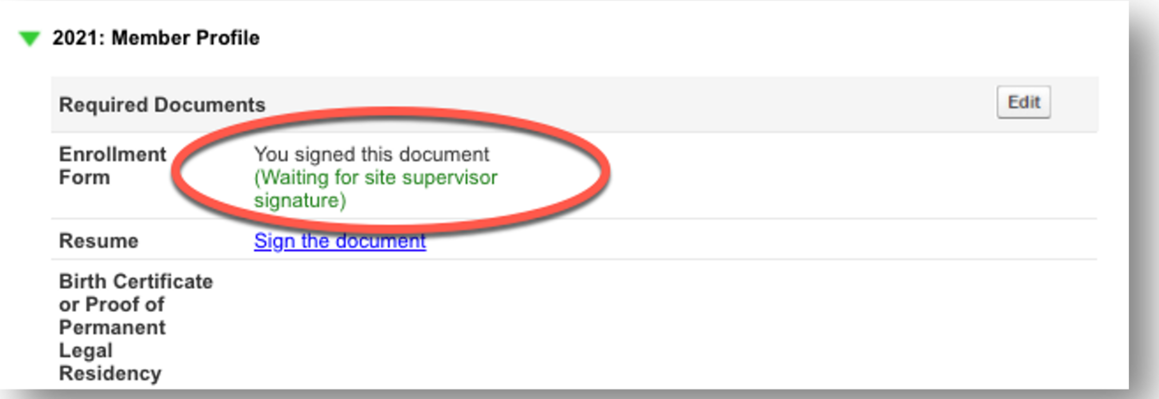
document completion

Once you click on the “Sign the document link,” follow the steps to complete your document.

Once you have completed signing your document you will see in your profile:

- If your document does not need any additional signatures, it will be available for download; OR
- If it is waiting on a Supervisor or Director signature, you will see “(Waiting for site supervisor or director signature)”





time sheets

COMPLETING YOUR TIME SHEET

each time a new time sheet launches, you'll get an email like this:

A New Time Sheet Has Launched Inbox ×

America Learns <americalearns@donotreply.com>
to me

10:56 AM (0 minutes ago)

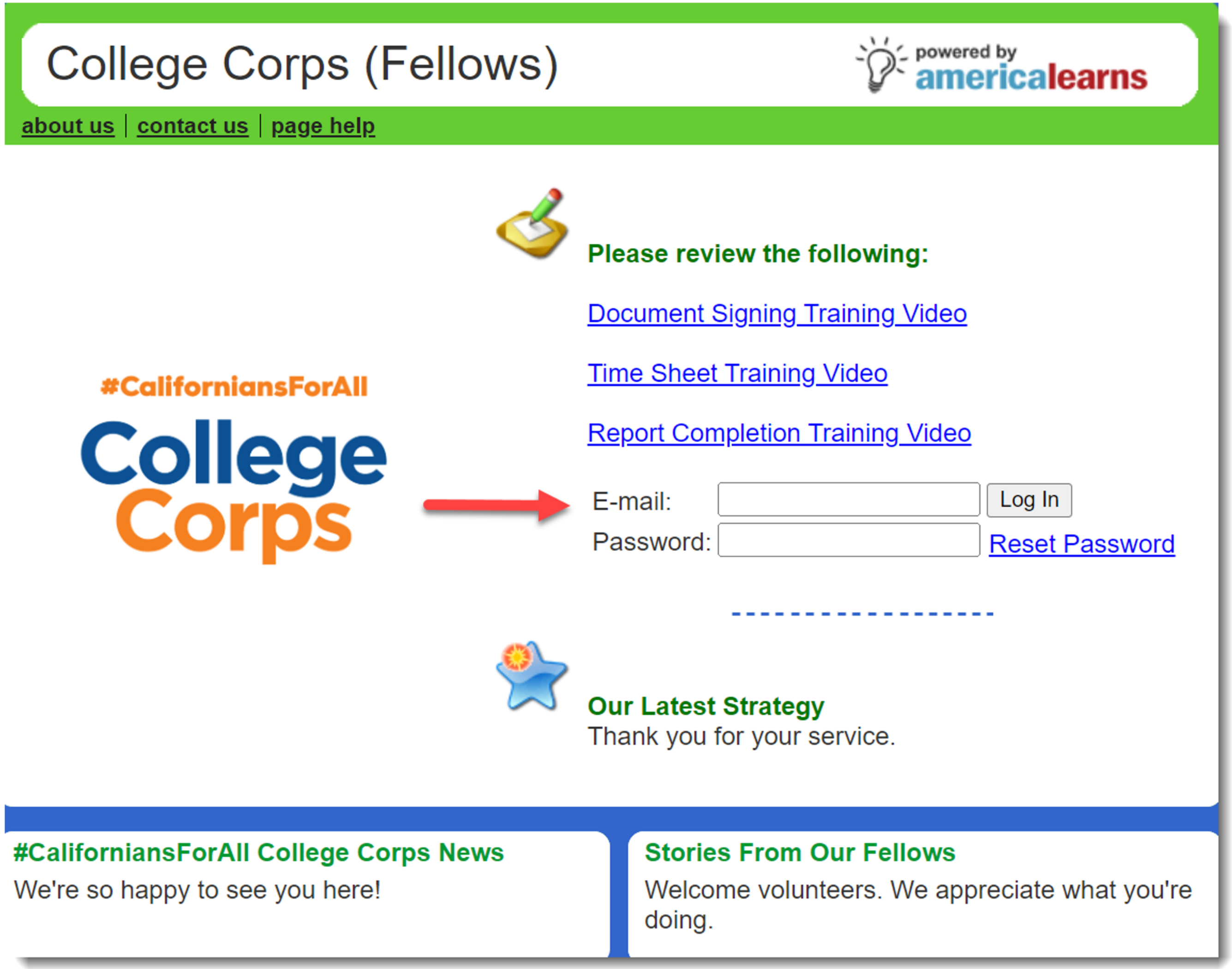
Dear James,

A new time sheet covering the period from June 27, 2022 to July 10, 2022. You can complete it at https://americalearns.net/collegecorpsfellows

Use this link to login:

COMPLETING YOUR TIME SHEET

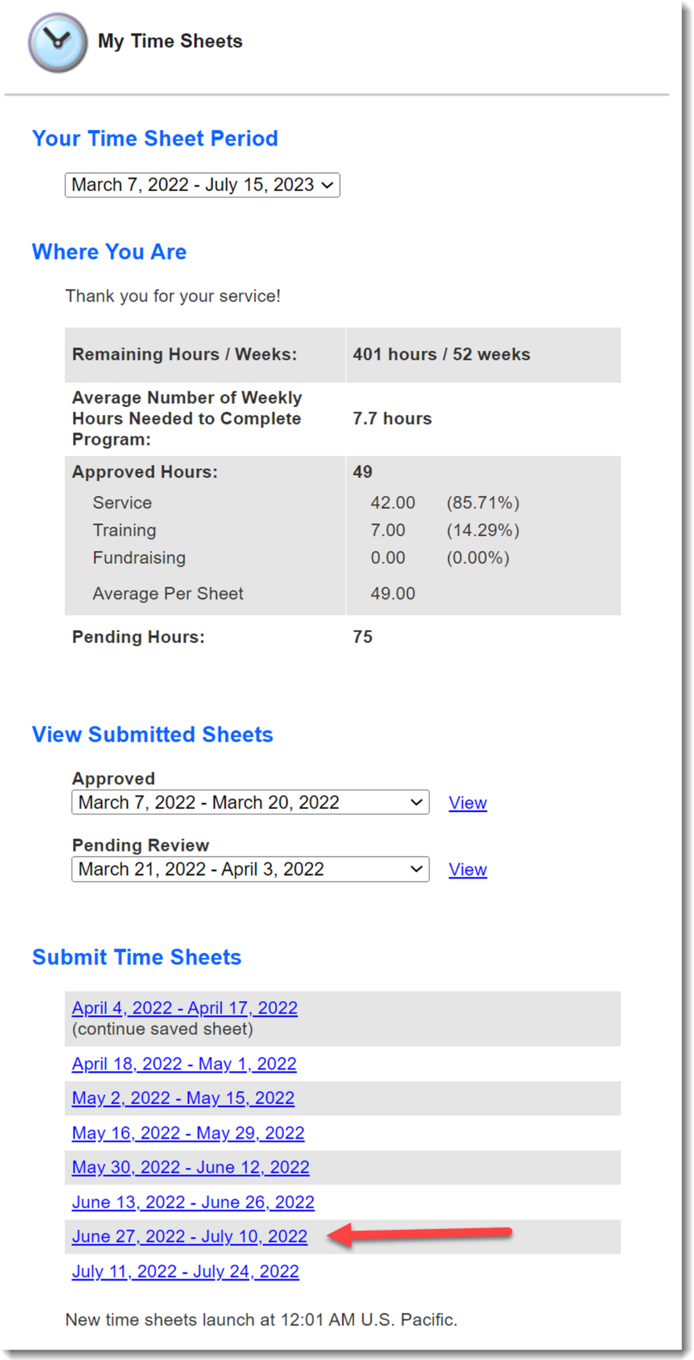
login here:



COMPLETING YOUR TIME SHEET

select the time sheet you’d like to work on

To get started, simply click on the link for the time sheet you would like to work on.



COMPLETING YOUR TIME SHEET

selecting your sites

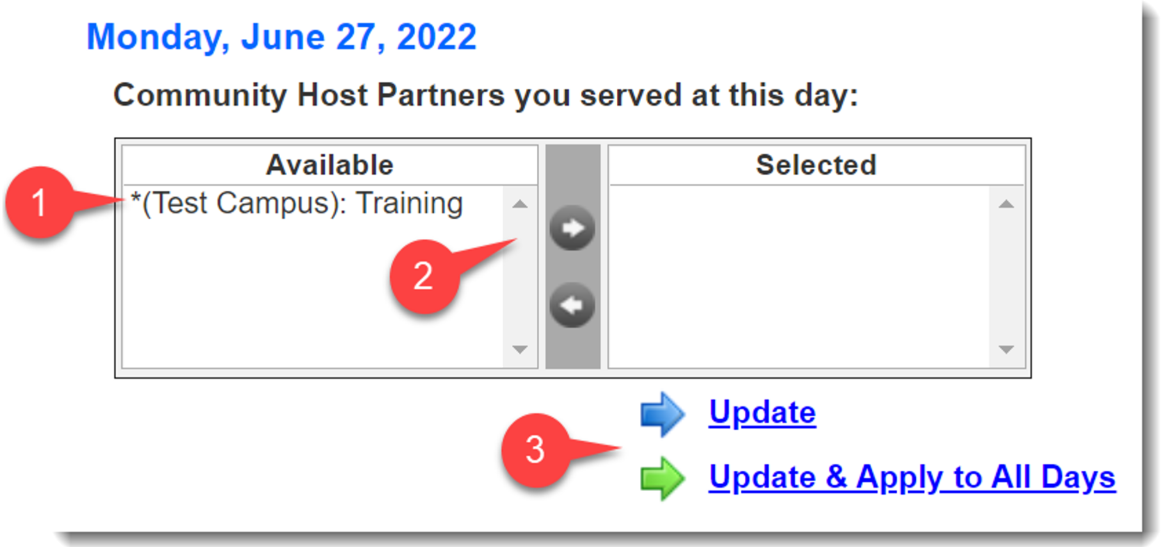
1) Select your site, and

2) Move it from the **Available** to the **Selected** column.

3) The, click **Update & Apply to All Days**.

4) IMPORTANT NOTE: If you have completed any Campus Led Training, you will need to move both your COMMUNITY HOST SITE and CAMPUS NAME: TRAINING site over.

Alternatively, if you want to update one day at a time, select **Update**.

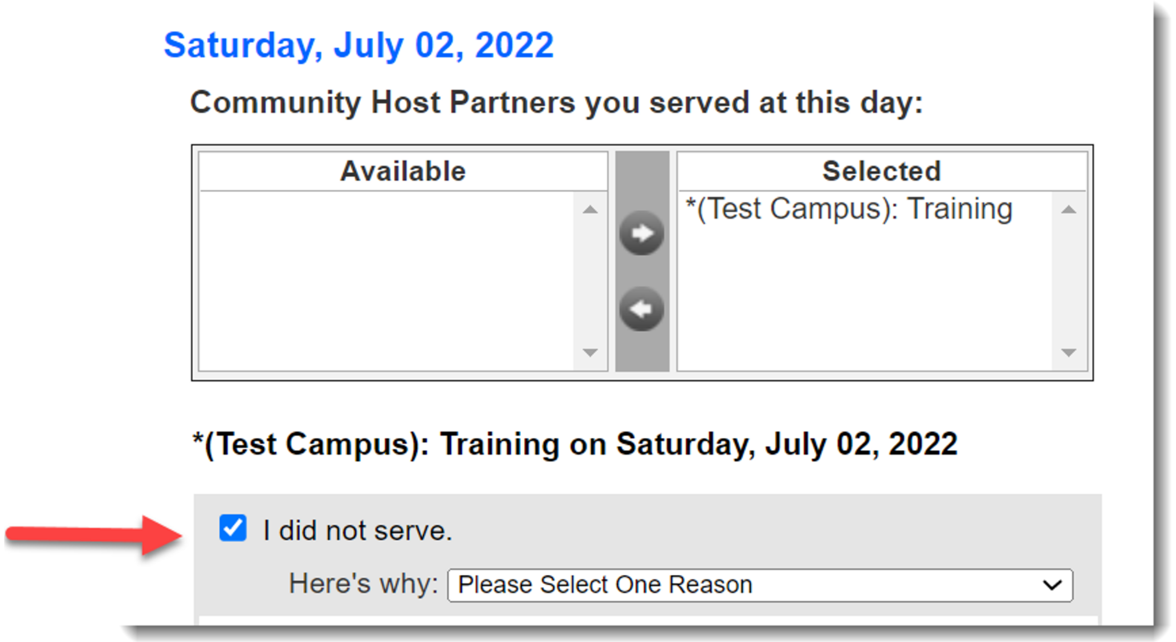


"I did not serve."

For each day of the time sheet period, you'll need to note whether or not you served . If you didn't serve, click the "I did not serve" checkbox.

Select the reason for not serving in the drop-down menu.

If the reason isn't listed, let us know **before** you submit your sheet, we'll add it.



Options for ‘I did not serve.’

When to Use Them

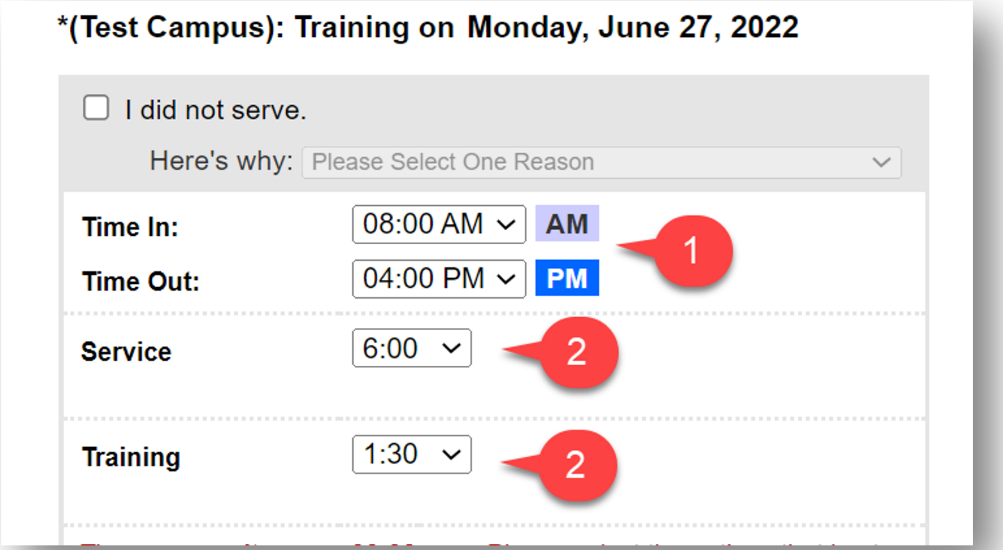
Option	When to use it.
Approved Personal Leave	For time off previously approved, in writing, by site supervisor.
Emergency Leave	For time off for an unforeseen emergency reported to site supervisor as soon as known.
Illness	For illness reported to site supervisor prior to shift.
Not Scheduled to Serve Today	For days when you are not scheduled to report for a scheduled shift.
Site Closed Today (holiday, inclement weather, etc.)	For days you are not scheduled to report for a service shift due to site closure.

COMPLETING YOUR TIME SHEET

time in and time out (without descriptions)

1) For each day of the time sheet period, you’ll your initial start time (Time In) and your end time (Time Out).

2) Make sure to note how much time you spent in each category.



Our Categories: Service

When to Use Them

Category	When to use it.
Service	All hours earned in conducting College Corps Service activities, except training

Our Categories: Community Host Training

When to Use Them

Category	When to use it.
Training	All hours that provide training to equip you to perform your duties or contributes to Professional Development, civic engagement, career planning, etc. (Max 90 hours total for all training) - **THESE TRAININGS WILL HAVE TAKEN PLACE AT YOUR COMMUNITY HOST SITE.**

NOTE: This type of training will go under your Community Host Site.

Our Categories: Campus Training

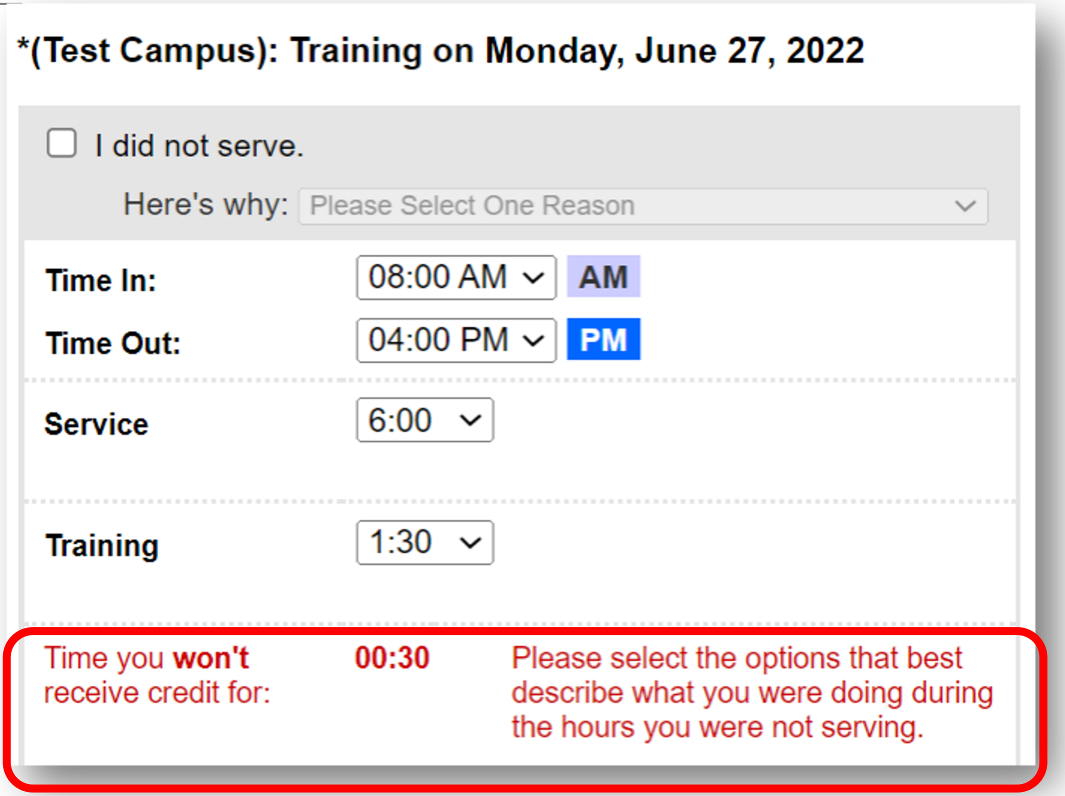
When to Use Them

Category	When to use it.
Training	All hours that provide training to equip you to perform your duties or contributes to Professional Development, civic engagement, career planning, etc. (Max 90 hours total for all training) - **THESE TRAININGS WILL HAVE TAKEN PLACE AT THE CAMPUS LEVEL.**

NOTE: This type of training will go under your Campus Name: Training site.

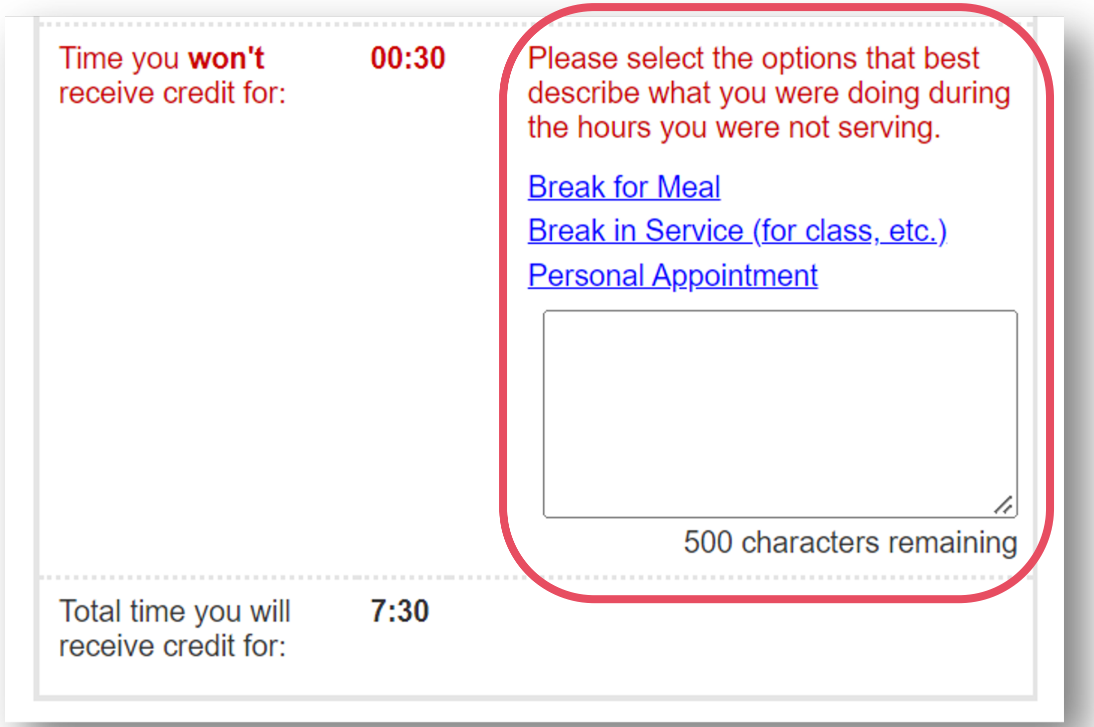
hours you won't receive credit for

After you've allocated all the time you spent serving, you'll need to account for any time leftover (i.e. lunch, break, doctor's appointment, etc.). You'll see this time listed under the **Hours you won't receive credit for section** at the bottom of each day.



hours you won't receive credit for

Next to these hours, choose the hyperlink that best describes how you spent this time.



Hours Not Receiving Credit For Policies

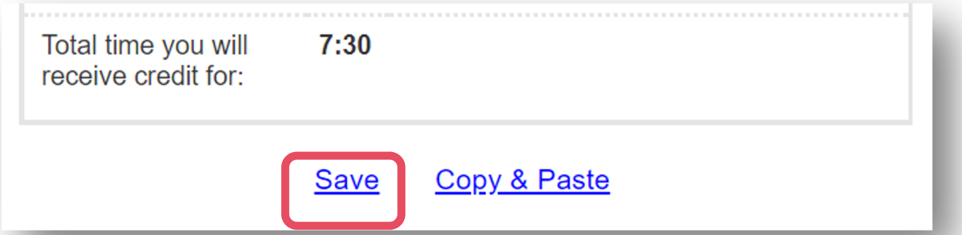
Hours Not Receiving Credit For	Program Policy
Break for Meal	Meal break approved by Supervisor
Break in Service (for class, etc.)	Must be approved by supervisor prior to taking the time.
Personal Appointment	Must be approved by supervisor prior to taking the time.

saving your work (with copy & paste)

This save links shows up after each day.

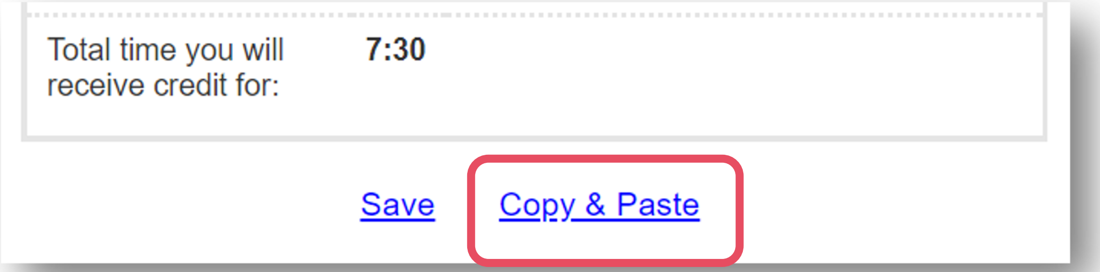
Option 1: Save and continue completing your time sheet now.
(Note: It's not required to click "Save" for each day.")

Option 2: Save and continue completing your sheet later.



copy & paste

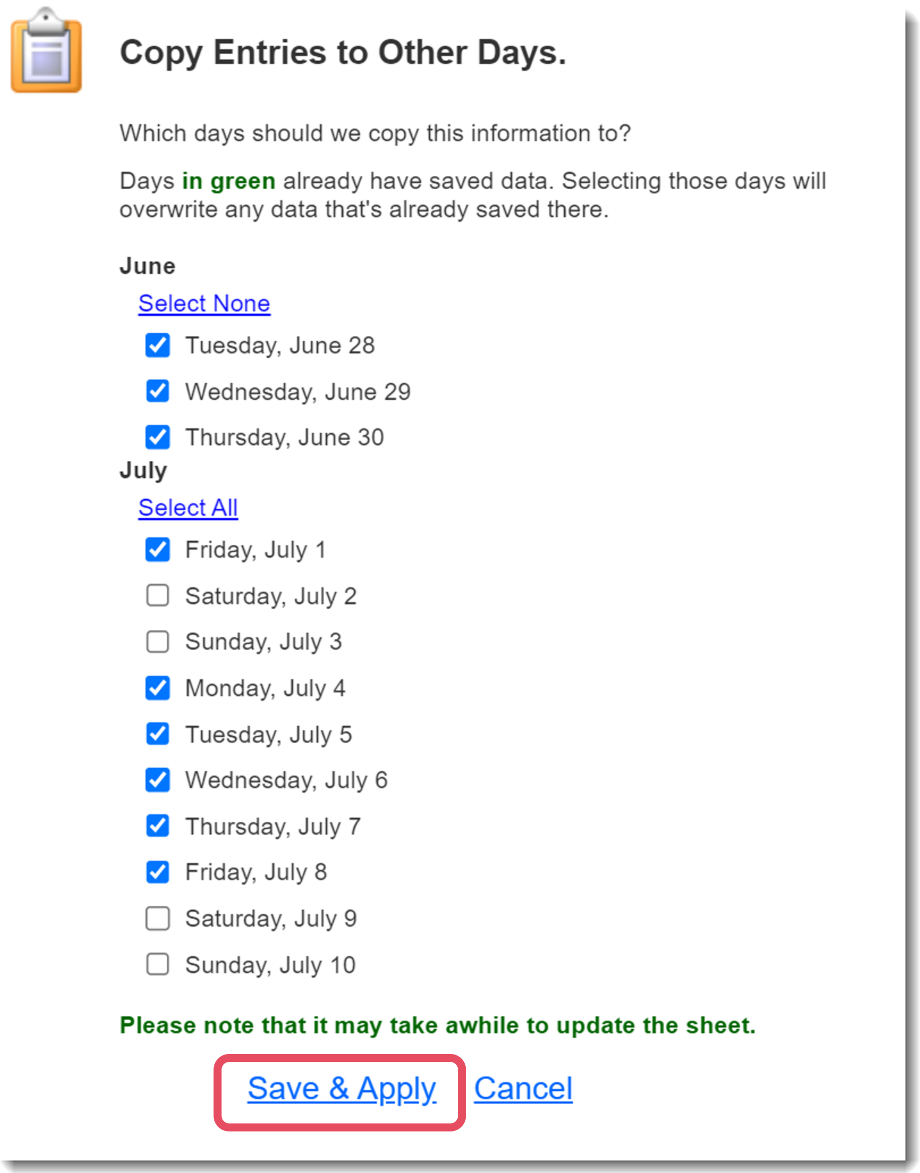
1) Once you've entered all information for a given day, you have the option of using the **Copy & Paste** feature to copy this information to other available days during your time sheet period.



COMPLETING YOUR TIME SHEET

copy & paste

2) Once clicked, a window will open allowing you to choose the day or days you would like to past the current information to, and click **Save & Apply**.

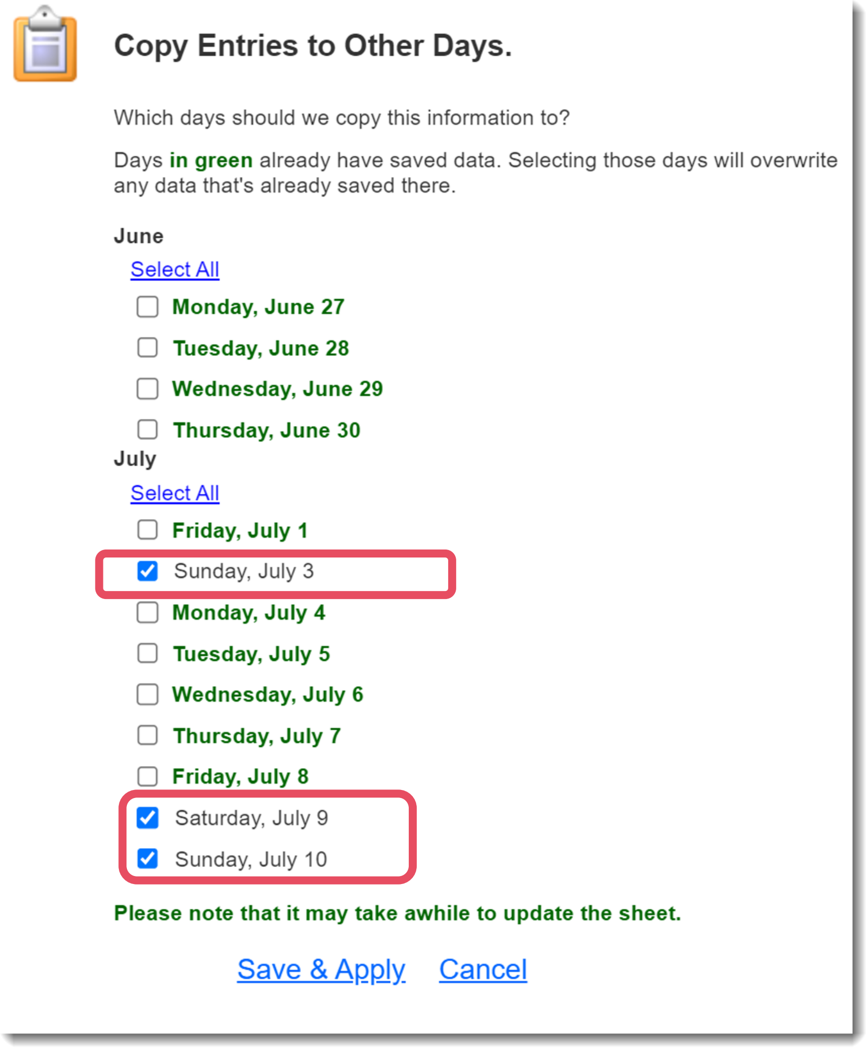


COMPLETING YOUR TIME SHEET

copy & paste

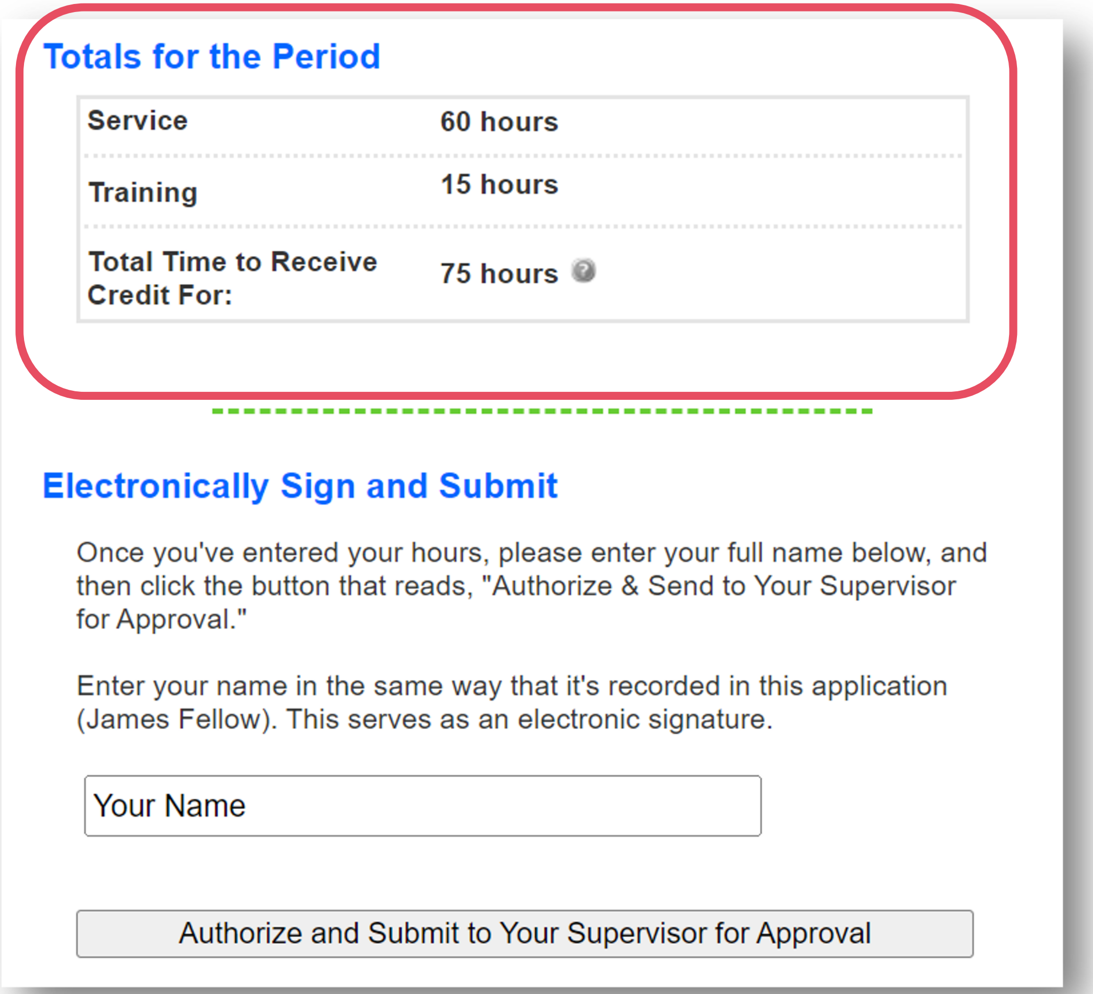
3) Next, you will complete any incomplete days, and you can use the **Copy & Paste** feature again.

Note: When you use the feature for a second time during any time sheet period, the system will alert you that you've already saved data for other days by highlighting them in **green**.



totals for the period

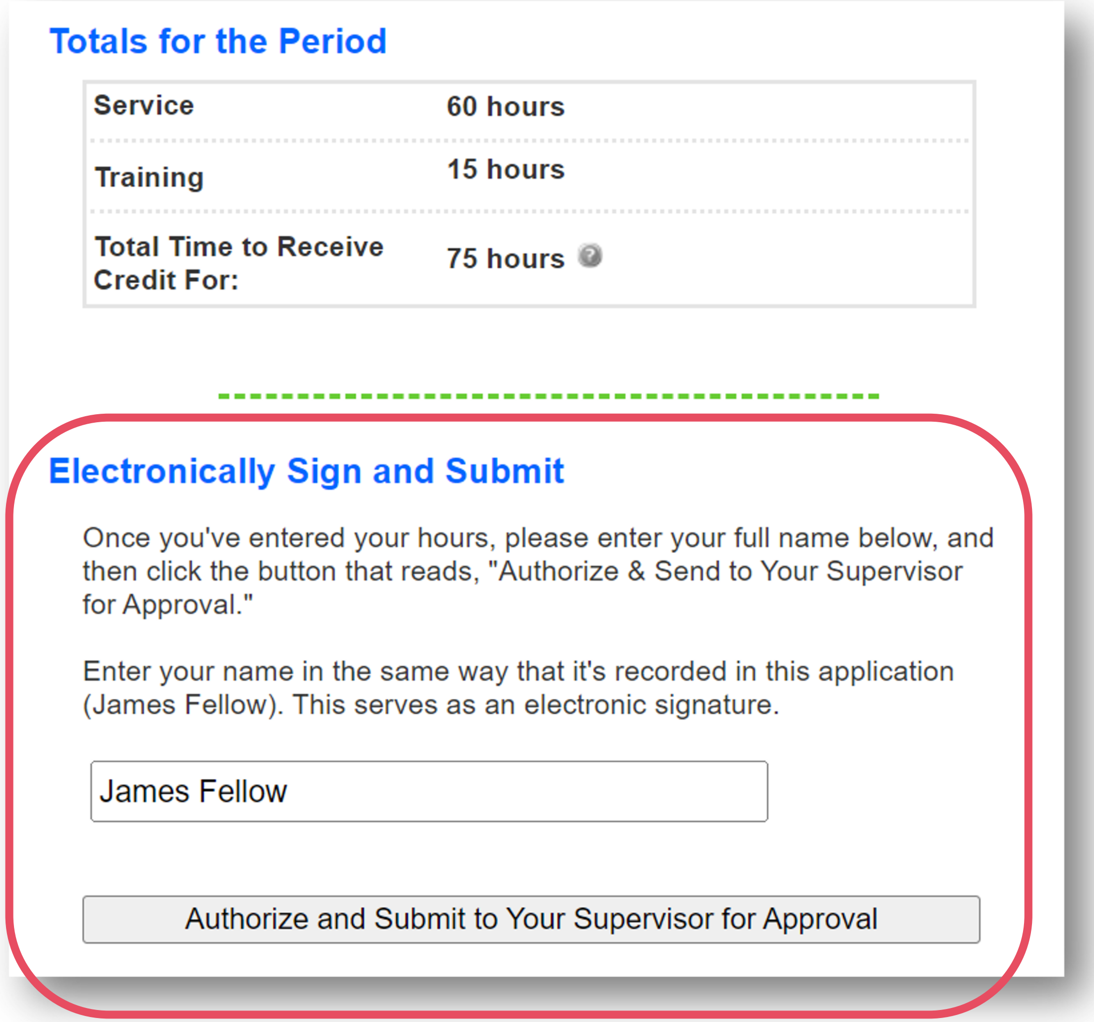
Totals for the Period, at the bottom of the sheet, summarizes all of your hours. **Review it** to make sure you've recorded everything.



SUBMITTING YOUR TIME SHEET

submit your sheet

After you've reviewed your time, sign your sheet at the bottom and click **Authorize and Submit to Your Supervisor for Approval**.



tools for you

KEEPING TRACK OF YOUR SERVICE YEAR

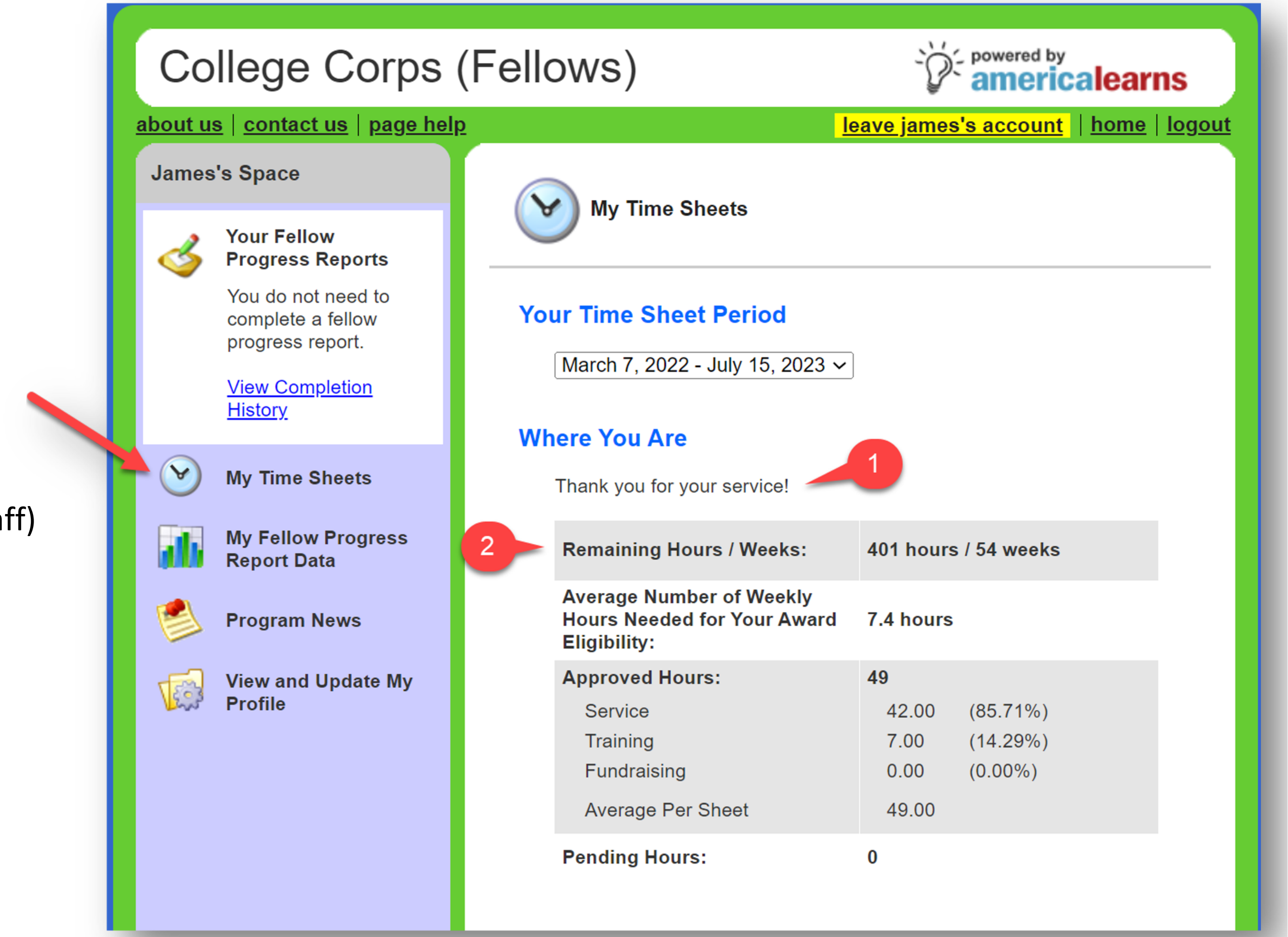
where you are

Where You Are

1. We'll host any important documents here.

2. Use this table to help you stay on-top of your service term:

   - Remaining Hours/Weeks of Service Remaining
   - Approved Hours
   - Pending Hours (hour not yet reviewed by supervisors/staff)



viewing and opening time sheets

View Submitted Sheets

- Here you can view any previously submitted time sheets by selecting the time sheet period you wish to view from the drop-down menu.

Submit Time Sheets

- Here you'll find any new and continued time. Click on the time period of the time sheet to open it.

Edit and Resubmit Time Sheets

- Any time sheets that have been returned for editing will appear under the section. Click on the time sheet to open it, make any edits, and re-submit.

progress reporting

REPORTING BASICS

Here's what to expect.

Each month you will have one report to complete:

- **Monthly Reporting & Reflection Report**

COMPLETE A REPORT

To Access Your Report

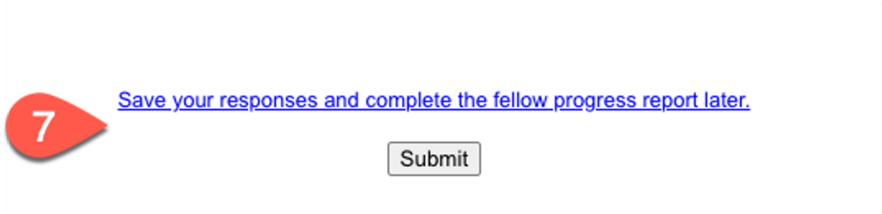
1) On the left, in your space, click 1 is active.

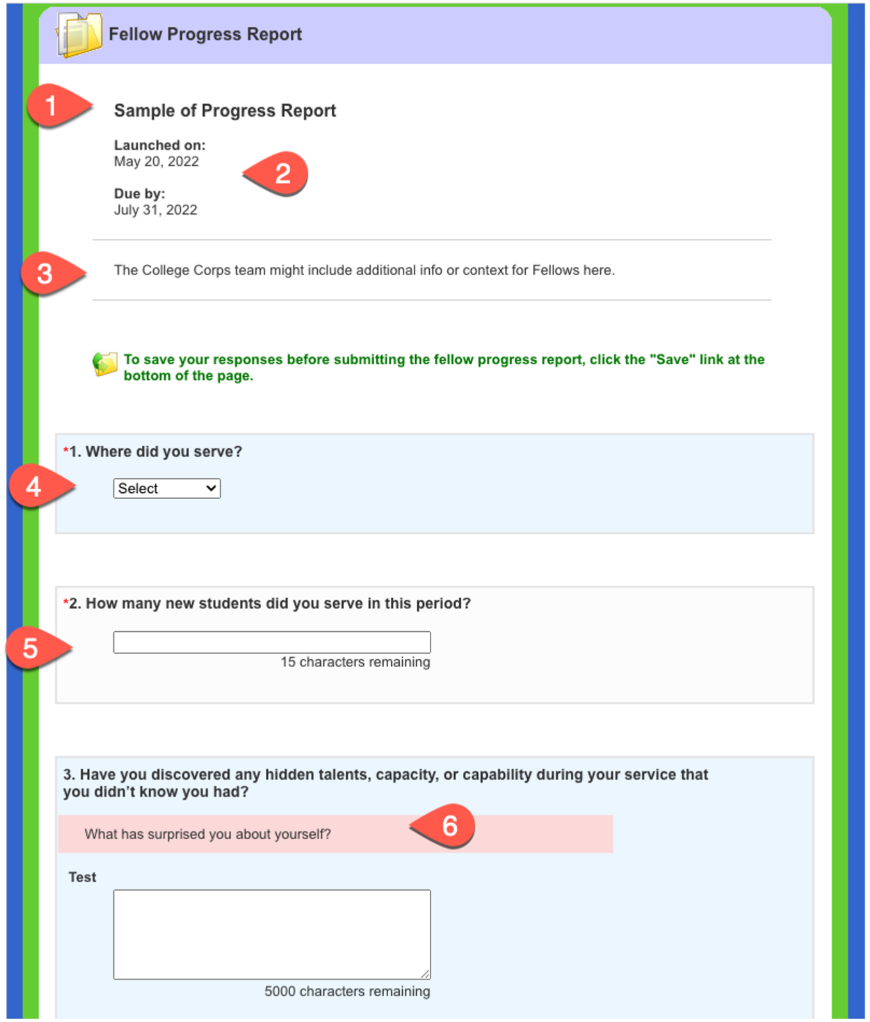
2) On the right, click on the Progress Report you'd like to open.

COMPLETE A REPORT

Filling Out Your Progress Report

1) The Title of the Progress Report you are completing.
2) The launch and due dates of the Progress Report you are completing.
3) The College Corps team will add any additional information you'll need to know.
4) Please select the Community Host Site you serve at.
5) Answer any quantitative questions.
6) Answer any reflection questions on your service.
7) Save or submit your report!





reminders

DESIGNED TO BE CONVENIENT

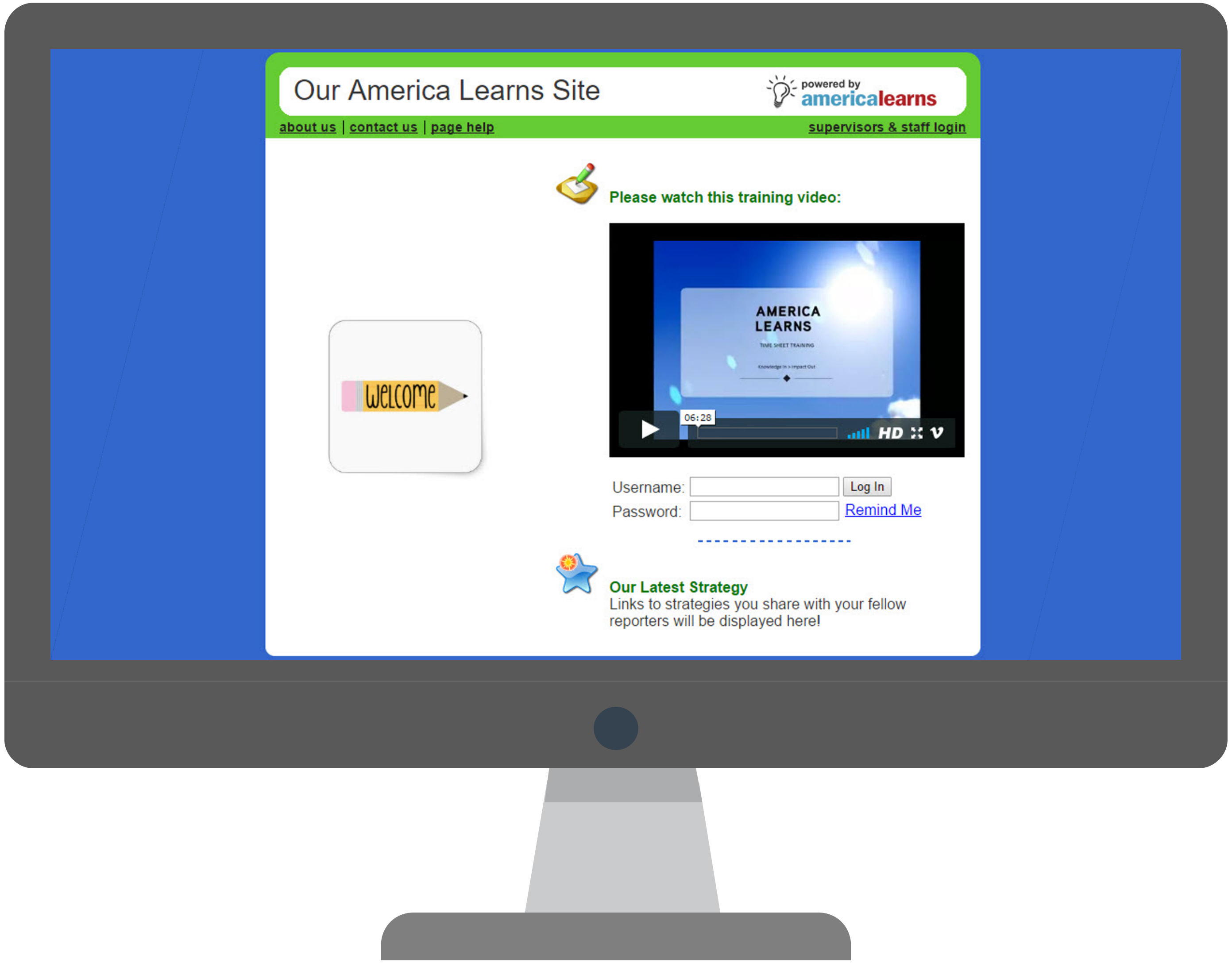
ANYWHERE THERE'S AN INTERNET CONNECTION

COMPUTERS

SMART PHONES

TABLETS

EASY TO USE ANYWHERE



ALERTS AND REMINDERS

NEW TIME SHEET AVAILABLE TO COMPLETE

You’ll get an email from the system whenever a new time sheet launches.

TIME SHEET IS RETURNED FOR EDITS

You’ll get an email from the system whenever a sheet is returned to you for revisions.

LATE TIME SHEETS

You’ll get an email/text when sheets are overdue. Don’t let this happen!

OTHER COMMUNICATIONS

Our team will use America Learns to blast out other important communications via email/text.

QUESTIONS

getting support

WHERE TO TURN FOR HELP

WE ARE HERE FOR YOU

Need Help?

NAME:

EMAIL:

PHONE:

TEXT:

NAME:

EMAIL:

PHONE:

TEXT:

CALL US