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

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

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

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.

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.

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.
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:

**Through Your Profile**

1. **Through your profile**: 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.
signNow Publicity Release James Fell (2 of 5 required fields completed)

ACCESS YOUR PROFILE: DOCUMENTSigning

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

A New Time Sheet Has Launched  Inbox X

America Learns <americalearns@donotreply.com>
to me •

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:

[Image of login page]
**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.
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.
COMPLETING YOUR TIME SHEET

“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

<table>
<thead>
<tr>
<th>Option</th>
<th>When to use it.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Personal Leave</td>
<td>For time off previously approved, in writing, by site supervisor.</td>
</tr>
<tr>
<td>Emergency Leave</td>
<td>For time off for an unforeseen emergency reported to site supervisor as soon as known.</td>
</tr>
<tr>
<td>Illness</td>
<td>For illness reported to site supervisor prior to shift.</td>
</tr>
<tr>
<td>Not Scheduled to Serve Today</td>
<td>For days when you are not scheduled to report for a scheduled shift.</td>
</tr>
<tr>
<td>Site Closed Today (holiday, inclement weather, etc.)</td>
<td>For days you are not scheduled to report for a service shift due to site closure.</td>
</tr>
</tbody>
</table>
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.
<table>
<thead>
<tr>
<th>Category</th>
<th>When to use it.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service</td>
<td>All hours earned in conducting College Corps Service activities, except training</td>
</tr>
<tr>
<td>Category</td>
<td>When to use it.</td>
</tr>
<tr>
<td>----------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Training</td>
<td>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.</td>
</tr>
</tbody>
</table>

**NOTE:** This type of training will go under your Community Host Site.
<table>
<thead>
<tr>
<th>Category</th>
<th>When to use it.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training</td>
<td>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.</td>
</tr>
</tbody>
</table>

**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.
<table>
<thead>
<tr>
<th>Hours Not Receiving Credit For</th>
<th>Program Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Break for Meal</td>
<td>Meal break approved by Supervisor</td>
</tr>
<tr>
<td>Break in Service (for class, etc.)</td>
<td>Must be approved by supervisor prior to taking the time.</td>
</tr>
<tr>
<td>Personal Appointment</td>
<td>Must be approved by supervisor prior to taking the time.</td>
</tr>
</tbody>
</table>
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.
COMPLETING YOUR TIME SHEET

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

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

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)
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
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.
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