AmeriCorps Member Electronic Timesheet Instructions
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AmeriCorps Member Instructions

Please follow the step-by-step instructions listed below in using the Commission's AmeriCorps Member Electronic Timesheet:

Step 1 Access the Internet and enter www.enteckdesigngroup.org/americorpstimesheet/index.cfm and you will see a screen "**NC AmeriCorps Time Sheet**." To access the system you will need to enter your **username and password.**

Step 2 System Login/ Username and Password
You will be provided by a log in and password by the AmeriCorps Program Director on Volunteerism and Community Service.

The first time that you log on to the system, you will be prompted to change your password. You must enter your initial password as the old password and then enter your new password. **You must maintain your password in a secure place.**

Note: If you forget your password, you must contact your AmeriCorps Program Director for a temporary password. The first time that you log on to the system using the temporary password, you will be prompted to change your password. You must enter your temporary password as the old password and then enter your new password.

Click the **Submit** button, this takes you to the **Overview** screen.

Step 3 Creating and Submit Member Timesheets

- Select **Menu** button, to take you to the "**Main Menu"** screen
- Select **Drop Down** button next to the **Timesheet Menu**
- Select **New Timesheet**
- Click the **Submit** button, this will take you to a blank Timesheet
- Click the **Orange** button, **Add Hours** button
- Select the **Drop Down** button next to **Category**
- Click the appropriate Service Category, **Indirect Service, Direct Service or Leave Category**
- Click the **Submit** button
- Click **Drop Down** button next to **Category Description**
- Select appropriate Service Description
- Select **Date,** use calendar feature
- Use the **Drop Down** button to select **Site Location**
- Enter hour served (i.e. 3, 5)
- Select minutes in 15 minute increments (i.e. 15, 30, 45, and 60)
- Enter comments related to Service Category

- Click the **Submit** button
- If you have entered all hours earned for that date for the specific Service Category, hit the **Green Submit button** at the bottom of the page
- If you need to enter hours earned for the same date, **but for a different Service Category**, hit the **Menu** button in the upper left portions of the timesheet and **Repeat the above process.**
- **Repeat** the above process to enter hours for each day of service.
- **If you have entered all hours, service category and comments, hit the Green submit button. Congratulations, you have just submitted your timesheet to your Site Manager!**

Step 4 Editing Timesheets

- Click the **Menu** button on the **Timesheet**
- Select **Drop Down** button next to **Timesheet Menu**
- Select **Edit Timesheet**
- Click the **Submit** button
- Select the **Drop Down** box next to **Timesheet Year**
- Select the appropriate **Year**
- Click the **Submit** button
- Click the **Drop Down** button next to **Select Timesheet**
- Select the appropriate **Timesheet** and Click the **Submit** button, this will take you back to the **Timesheet**
- Click the **Orange Edit** button to enter changes to the Timesheet.
- After editing **Timesheet**, Click the **Green Submit** button at the bottom of the page. **Congratulations, you have submitted your corrected timesheet to your Site Manager!**

Step 5 Viewing Timesheets

- Click **Drop Down** button next to **Group by Date**, located in the upper right corner of the timesheet.
- Select appropriate date,
- Click the **Go** button, you will be able to view activities and total hours earned for a particular date, when there are entries from different sites, for the same date.
- To view all activities and hours earned, Click the **Drop Down** button next to **Group by Date**
- Select the **All**, button
- Click the **Go** button, you will be able to view all activities and hours earned.

Step 6 Viewing Reports

- Reports may be viewed by clicking the **Reports Menu** on the **Main Menu** screen. (**Main Menu** screen can be accessed by clicking on the **Menu** button on the Timesheet.)
- You may view reports by clicking the **Drop Down** button next to Report Menu:

- Select the appropriate report (i.e. **Member Status Report, Service by Site Location Report**)
- Click the **Submit** button