

**AmeriCorps Member Electronic Timesheet Instructions**  
**2008-09**  
**Grantee Site Managers 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](http://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 **Steps for Grantee Site Managers to Approve Member Timesheets**

- Select **Menu** button to take you to the **Main Menu** screen
- Click **Drop Down** button next to **Timesheet Menu**
- Select **Approve Timesheet**
- Click the **Submit** button
- Click the **Drop Down** button next to **Select Site**
- Select appropriate **Site**
- Click the **Submit** button
- Click **Drop Down** button next to **Program Member**
- Select the appropriate **member's name**
- Click the **Submit** button, this will take you to the **Select Form** screen
- Click the **Drop Down** button, next to **Select Timesheet**
- Select the appropriate **Timesheet** to approve
- Click the **Submit** button, this will take you to the **Timesheet**
- Review the timesheet, then hit the Green **Approve** button or Red **Reject** button

- If you click the Green **Approve** button, you will then see, the date and the site manager's name will appear under the **Site Manager Approval** section
- If you click the Red **Reject**, button, you will see the **Reject Form** screen
- Complete the **Reject Form** screen. **Note: Don't forget to include a reason for rejecting the timesheet.**
- Click the **Submit** button
- You will then see the member timesheet, and the date the timesheet was rejected will now appear under the **Site Manager Approval** section. It will be highlighted in Red.

#### Step 4 Viewing Timesheets

- If logging in , Click the **Menu** button, this will take you to the **Main Menu** screen
- If you have just approved a **Timesheet**, Click the **Back** button, then Click the **Menu** button. This will take you to the **Main Menu**.
- Click the **Drop Down** button next to the **Timesheet Menu** on the **Main Menu** screen
- Select **View Site Timesheet**
- Click the **Drop Down** button next to **Select Site** on the **Select Form Menu**
- Select the appropriate site
- Click the **Submit** button
- Click the drop down button next to **Program Member**
- Select the appropriate **Member's Name**
- Click the **Submit** button, this will take you to the Select Form screen
- Click the **Drop Down** button next to select the **Timesheet Year**
- Click the **Submit** button
- Select the **Drop Down** button next to **Select Timesheet**
- Select the appropriate **Timesheet**
- Click the **Submit** button, this will take you the timesheet to selected

#### Step 5 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 the following reports by clicking the **Drop Down** button next to **Report Menu:**
- Select the appropriate report (Member Status Report, Service by Site Location Report)
- Click the **Submit** button
  - Reject Timesheet
  - Approve Timesheet
  - Program Members List Report

- Member Status Report
- Service Hours by site location Report
- Service Description Report
- Indirect Service and Training Report
- Fundraising Report

