

Welcome to TimeTracker!

Timesheet Training Steps

WASHINGTON SERVICE CORPS

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Who we are ▾

Become a WSC partner ▾

Become a member ▾

For site staff ▾

Member resources ▾

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Enrollment



1. Go to the TimeTracker page on our website:
 - Start at washingtontimesheet.org
 - Members: go to *Member Resources / TimeTracker*
 - Site Staff: go to *For Site Staff / TimeTracker*

Timesheet Training Steps

Instructions for members

Videos:

For the best experience, we strongly recommend you

- [How to log into TimeTracker](#) (5:15)
- [Timesheet overview](#) (5:33)
- [Filling out your timesheet](#) (4:43)
- [Reporting absences](#) (2:17)
- [Adding comments – do's and don'ts](#) (3:54)
- [Error and warning messages](#) (5:33)
- [Correcting errors](#) (1:43)
- [Keeping track of hours](#) (2:20)

Instructions for site staff

Videos:

- [How to log into TimeTracker](#) (5:15)
- [Navigating the system](#) (5:45)
- [Approving and rejecting timesheets](#) (8:49)

2. Review each training.

- There are two training tracks, one for members and another for site staff. Watch the track that applies to you.

Timesheet Training Steps



3. Take the quiz and ace it!

- Click on this [SurveyMonkey link](#) to start.

Having Trouble or Have Questions?

Don't Delay!

Please contact your WSC/WRC Program Coordinator immediately.

Washington Service Corps

Phone number: 1-888-713-6080 (toll free)

Website: <https://washingtonservicecorps.org/who-we-are/contact-us/>

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