



Transcripts for TimeTracker Member Training Videos

Timesheet Overview

Hello, and welcome to TimeTracker, the Washington Service Corps member timekeeping system.

This video will review how to navigate the system.

After logging in, you'll be brought to your current timesheet. For members, there are a few main features to know like how to find previous timesheets, how to add time categories, due dates and how many hours you have. We will briefly cover each of these in this video. For more instructions on filling out your timesheets, please watch the next video.

Before we dive in, you might be wondering why you need to fill out timesheets in the first place. Well to start, it is a Federal AmeriCorps regulation, and your stipend is paid with federal dollars. Timesheets help document the hours you served in conjunction with the stipend you receive. In addition, in order to receive the education award at the end of your term, you must serve at least the minimum hours listed in your Member Service Agreement. TimeTracker will help you keep track of how many approved hours you have accumulated along the way to ensure you reach that minimum number. So, make sure to do your timesheets, they are important.

Timesheets will be due twice a month. The month will be split into two periods: the 1st-15th and the 16th to the end of the month. You will have 3 business days after the pay period to submit your timesheet. Your site staff will have until the 5th business day to approve your timesheet. You will receive email reminders, and you can find all the due dates on our google calendar.

This is the view you will see when you log in. You will always start on the most recent timesheet. If you'd like to find a previous timesheet, there are two ways to do this: one, you can click on the calendar icon next to the pay period shown on your current timesheet, scroll over to the month you want and click any day in the time period you want to view. No matter what day you click, it will bring up the entire timesheet for that time period. Or, you can click on Timesheets in the menu bar, and click Previous; this will give you a list of all previous sheets, and from there, click the View button next to the sheet you wish to pull up. You will notice you cannot go ahead and view future timesheets; they will become available once the time period has started.

Every timesheet template will include time categories for service, training and fundraising, and checkboxes for lunch. If you have other hours to record, such as an absence, select from the Category drop-down menu, and then click the Add Category button. You will see a new row added to the bottom of your timesheet. If you didn't mean to add this category, you can delete by simply

clicking the red trashcan to right of that row. Category additions will not carry over to the next timesheet.

If you are not sure which category to use, you can review definitions by clicking the Category Definitions button located next to the Add Category button. You will see the three default categories: service, training, and fundraising, along with five other categories. These five categories will likely not be needed often and will be used for different times that you miss service.

The last thing we will cover in this video is the hours tracked at the bottom of each timesheet. The hours shown here are only the hours that have been approved by your site staff. Even if you have submitted a timesheet, the hours will not be included in this total until approved. The breakdown of your hours will only show service, training and fundraising hours. If you indicated time off, those hours will not be reflected here. The reason for this is that service, training and fundraising hours are the only hours that count towards the total hours for your term. Then you will see your total of the three categories and your target, which is the number of hours you need to complete in order to successfully complete your term of service. The pie chart will reflect your service, training and fundraising hours. Please keep in mind that no more than 20% of your hours can be training and no more than 10% can be fundraising. We will cover this more in the “How to Keep Track of Hours” video.

And one final note, the system will automatically log you out upon being inactive for at least thirty minutes. At that point, you will need to log back in.

Filling Out Your TimeTracker Timesheet

Hello, and welcome to TimeTracker, the Washington Service Corps member timekeeping system.

This video will review how to fill out your timesheets.

Every time you login to TimeTracker, you will be brought to your current timesheet. Here you will input your total hours for each day under the day you served them, like so. Most of your hours will be service hours, however, when you do training or fundraising be sure to separate out the hours to the correct categories. This is important because you should not have more than 20% of your hours used for trainings or more than 10% for fundraising. For example, let's say on this day you did normal service for 6 hours but then did a two-hour training. You would record it like so.

Hours must be rounded to the nearest quarter-hour – which, on a clock, would be in 15-minute increments. For instance, if you served seven hours on a day, you'd enter it as 7. If you served for seven hours and ten minutes, you'd round to the nearest quarter-hour, which on a clock would be 7:15, and you'd enter it on your timesheet as 7.25. Continuing around the clock, 7:30 would be entered as 7.5; and 7:45 would be entered as 7.75. So, on this day, let's say I started my day at 8 a.m. and left at 4:40 p.m., I took a thirty-minute meal break that does not count towards my service term hours so in total I served 8 hours and 10 minutes. I know I have to round to the nearest quarter hour so I will round to 8 hours and 15 minutes or 8.25 hours.

Minutes	Quarter Hours
1-7	.00
8-22	.25
23-37	.5
38-52	.75
53-59	1.0

You will notice each day has a checkbox for lunch. When you serve five or more consecutive hours, you should take a minimum of a thirty-minute lunch or meal break. This time does not count towards your service term hours. In the example I stated earlier, if I serve from 8:00 a.m. to 4:40 p.m. and I took a thirty-minute lunch break, I would record it like this. That is 8 hours and 10 minutes of service and a thirty-minute lunch; so, I will put 8.25 in Service and I took a thirty-minute lunch so I am going to check Lunch. Do not add your lunch time to your total hours for the day.

Once you have entered hours into your timesheet, you can save it or submit it. So, if you like to add time as you go, you can input that time and click the Save button so you can finish at a later date. Once you have filled in all of your hours, you will scroll down to the bottom left corner and

click the Submit button. Once you save or submit your timesheet, you will see hours in the Credit Hours line at the bottom of your timesheet with a total for this timesheet on the right.

You cannot submit your timesheet until after the last day of the pay period. If you try, you will receive an alert (try and submit timesheet to show alert). You should not hit submit unless you have been told to submit early by your Program Coordinator. Any timesheets that are submitted during the pay period will be sent back to you to be re-submitted.

Reporting Absences in TimeTracker

Hello, and welcome to TimeTracker, the Washington Service Corps member timekeeping system.

This video will review how to report an absence.

As discussed in our Timesheet Overview video, every timesheet will start with three categories on the left-hand side; service, training, and fundraising. However, if you take a day off, you would not record the hours off under any of those categories. Instead, you will have to add a new category. To do this, click the Category dropdown menu here, select the category you wish to add, then click Add Category.

If you added the wrong category, you can delete the new line by simply clicking on the red trashcan symbol to the right of that line. If you had already input hours in that line, they will be deleted but the hours under other categories will remain.

Once you have the category selected for the absence, then you will record the number of hours you would have served that day in that line. So, in this example, if I served every day this week but I was out sick on Thursday, I would select Self/Family Illness, add the category and enter eight hours in the Self/Family Illness line under Thursday.

Once you save your timesheet, you will notice that your time off will not be shown in the credit hours nor will it be added to the total on the right. Only hours that are served will count toward your credit hours. Any time that you take off throughout the year will not count towards your service hours.

This concludes how to report absences. Please review the other videos at washingtonservicecorps.org/slashed/timetracker to learn more about properly completing your timesheet.

Do's and Don'ts of Adding Comments in TimeTracker

Hello, and welcome to TimeTracker, the Washington Service Corps member timekeeping system.

This video will review the do's and don'ts when adding comments.

First and foremost, keep your comments very brief! They really shouldn't be any longer than a typical Tweet.

Once you have added a comment and submitted your timesheet, the comment cannot be deleted. Even if the timesheet is sent back, or you un-submit, the comment will remain. So, for this timesheet, I will add a comment and submit. Once it is submitted, your comment will show here. Now if I un-submit, the comment will remain, as seen here. You can add additional comments but will not be able to delete the original.

There are only two reasons to enter a comment: (1) explaining service on a weekend, or (2) explaining service on a federal holiday – not including MLK Day. Please do not enter comments for any other reason! If you need to communicate why you were absent or what kind of training you took, please do so with your site staff outside of the timesheet.

If your service schedule typically requires you to serve every weekend, enter a brief note of "Weekend service per my PDF".

Let's look at what happens when I enter hours on a weekend. First, I am going to put in that I served three hours on Saturday because my site had an event this weekend, then I am going to click the Save button because I haven't finished my timesheet yet. You will notice an "Exception" message popped up to remind me to make a comment about the weekend service. I will make a short comment that my site had an event on Saturday. I will save again. The Exception message will stay, but I have the comment, so I will be all set for that Saturday service when I am ready to submit my timesheet.

Please do not put any medical information or any information about a reasonable accommodation in your timesheet. We have no way of removing the comments once you submit them and therefore cannot remove any medical information you input. Only use the categories in the dropdown menu here to indicate time off. If you miss time because of a medical reason, please communicate with your site staff and Program Coordinator as needed.

Errors and Warning Messages in TimeTracker

Hello, and welcome to TimeTracker, the Washington Service Corps member timekeeping system.

This video will review errors and warning messages you might see upon submitting your timesheet, and how to respond to them.

TimeTracker will display an error message or a warning in certain circumstances, based on what you input on your timesheet. Let's review what those are.

Errors will not allow you to submit your timesheet until they're corrected.

If you enter more than 24 hours in one day, or enter negative hours on any day, the system will require you to correct it before you can submit the timesheet.

Hours must be rounded to the nearest quarter-hour and entered as a decimal on the timesheet. For instance, 7, 7.25, 7.5 or 7.75. You will receive an error message if you enter hours not rounded to the quarter hour, and the system will not allow you to submit the timesheet until you fix the incorrect entry.

If you enter service, training or fundraising hours on a Saturday or Sunday, the system will require you to add a comment briefly explaining the service activity you did. The system will not allow you to submit the timesheet until you enter a comment. If your position typically requires you to serve on a weekend, just add a comment stating, "Weekend service per my PDF".

If you enter service, training or fundraising hours on a federal holiday, not including MLK Day which is an expected day of service, the system will require you to add a comment briefly explaining the service activity you did. The system will not allow you to submit the timesheet until you enter a comment.

Warning messages serve as alerts, as well as reminders to double-check your timesheet. A warning message will be displayed in the following circumstances:

- If you entered more than five hours of service, training or fundraising in one day and did not check the Lunch checkbox. Typically, you should be taking a lunch break when serving at least five hours in a day, so the warning serves as a REMINDER to make sure you haven't forgotten to check those boxes if indeed you took a lunch break.
- If you entered more than 14 service, training or fundraising hours in one day. For the health and safety of our members, we strongly discourage serving this many hours in a day. However, knowing that it may occur on very rare occasions, this warning serves as a double-check to make sure you didn't make a typo, and as an alert to your site staff. If you do happen to serve more than 14 hours, let your site staff know immediately – and certainly before you submit your timesheet.
- AmeriCorps regulations generally limit how many hours a member can spend in training or performing fundraising activities over the span of their service term. Upon accumulating more than 10% in fundraising hours or 20% in training, you will receive a

warning on each timesheet thereafter. Use this alert to start a discussion with your site staff about what the remainder of your service term activities will encompass. In addition, keep an eye on the “Approved Hours” pie chart of your last approved timesheet to see how many training and fundraising hours you’re accumulating.

- If you try to submit your timesheet before the end of the pay period, the system will ask you to confirm you want to proceed in doing so. Typically, you should NOT be submitting early unless you have permission from your Program Coordinator.

Correcting Errors on a Timesheet

Hello, and welcome to TimeTracker, the Washington Service Corps member timekeeping system.

This video will review how to correct errors on your timesheet.

If you have not yet submitted your timesheet, you can make edits at any time and save your changes by clicking the Save button.

If you have already submitted your timesheet but it has not yet been approved, you can click the Unsubmit button, make your edits, and re-submit.

If you need to make edits after the timesheet has been approved, your site staff will need to reject the sheet first. Upon the sheet being rejected, you will receive an email with comments from your site staff as to why the sheet was sent back. After that, you will receive daily reminders from the system that you need to re-submit that timesheet.

Once you have corrected the sheet and re-submitted, your site staff will receive an email within 24 hours notifying them that they need to approve your timesheet.

How to Keep Track of Hours in TimeTracker

Hello, and welcome to TimeTracker, the Washington Service Corps member timekeeping system.

This video will review how you can keep track of your hours during your service term.

You may ask, “Why is it important that I track my hours?”

The main reason is that you won’t receive your education award if you have not served the required minimum number of hours in your service term. The minimum number of hours in your term is noted as your Target in the Approved Hours pie chart on your timesheet.

Every approved timesheet displays a pie chart that gives you a quick, at-a-glance look at your approved hours broken down into percentages. Hovering your mouse over a piece of the pie also displays the number of hours. Use this pie chart to keep track of how many training or fundraising hours you are accumulating. Remember, AmeriCorps regulations limit fundraising to 10% and training to 20% of your total service term hours.

Next to the pie chart is a breakdown of your approved hours, total approved hours and your target, which is the required minimum number of hours you must serve by the end of your term.

Always keep in mind that these charts only display hours from APPROVED timesheets. Therefore, it is EXTREMELY important that your timesheets are submitted and approved on time!

In addition to the information found in TimeTracker, we’ve created a chart that estimates how many total hours you should’ve accumulated by the end of each pay period in order to complete the required minimum number of hours by the end of your term. This chart is located on our website [in the TimeTracker section of the Member Resources and Site Staff Resources webpages]. Please use this as a tool to help you stay on target throughout the year.