Getting time sheets done with

AMERICA LEARNS

◆

Agenda

01

Purpose

Why we invested in the America Learns Impact Suite for you
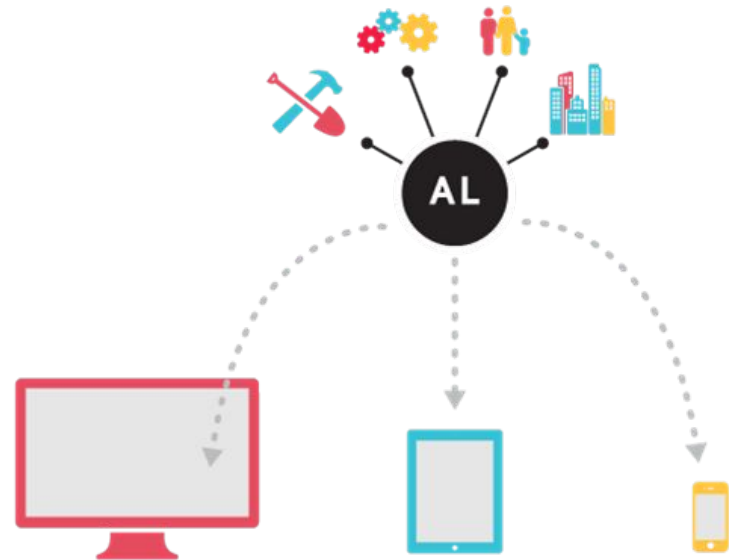
02

Using It

How you'll use the Impact Suite's Time Sheet service

03

Tips + Q&A

Questions and where to turn for help

AL

01 Purpose

Number One
Make the time sheet process less painful, less time consuming and more convenient for you

Number Two
Give your supervisors and our program's staff members more time to focus on what really matters:

- Our mission

- Making sure you're always getting the support you need from us

02 How You'll Use It

1

Log In

You'll log in to your America Learns site here:

http://americalearns.net/firstvista

2

Here's how:

✅ Click **Update Account & Privacy Settings**.

✅ Click **Change password** and update your password.

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Here's how:

✅ Click **Update Account & Privacy Settings**.

✅ Click **Change mobile device number** and update your phone number.

This section of America Learns is your Time Sheet dashboard. Here's what each section does:

✔ Where You Are

- Ignore the first row.

- Summarizes your **approved** and **pending** hours.

Where You Are

Thank you for your service!

Please Ignore This Row. This top row, in gray, is not a true representation of your hours or weeks remaining. The other information in this chart will be useful to you, including *Approved* and *Pending* hours:	0 hours / 2 weeks	
Approved Hours:	**0**	
Service	0.00	(0.00%)
Training	0.00	(0.00%)
Average Per Sheet	0.00	
Pending Hours:	**0**	

This section of America Learns is your Time Sheet dashboard. Here's what each section does:

✅ View Submitted Sheets

- Provides you with access to any approved and pending sheets that you've submitted.

- This section **does not list** sheets that have been returned to you.
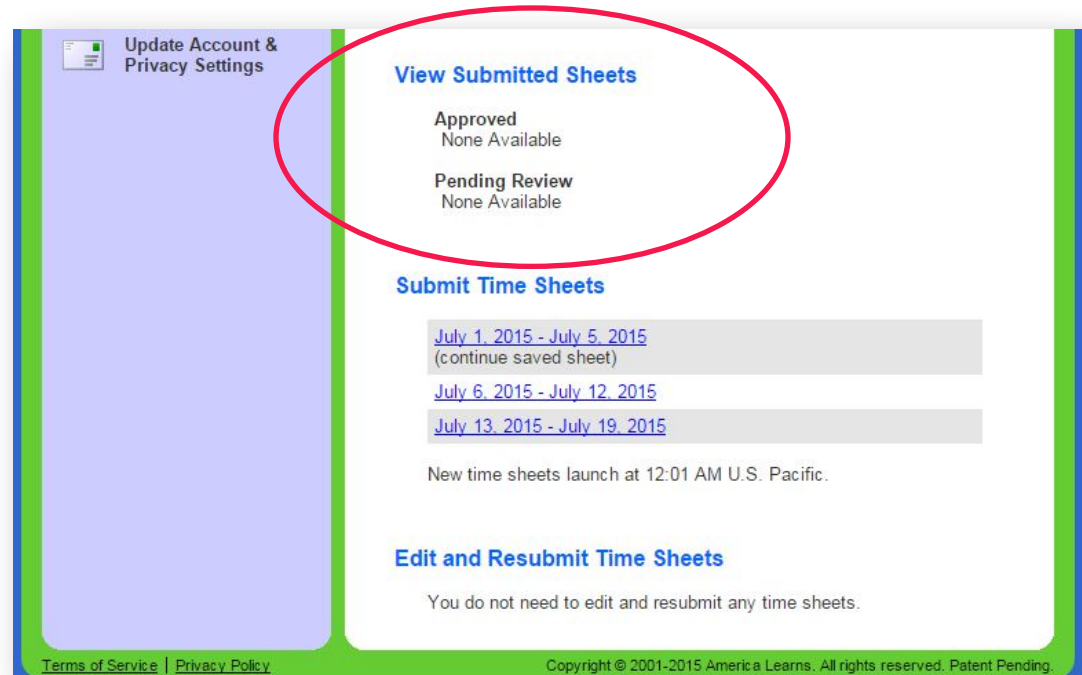
Update Account & Privacy Settings

View Submitted Sheets

Approved
None Available

Pending Review
None Available

Submit Time Sheets

July 1, 2015 - July 5, 2015
(continue saved sheet)

July 6, 2015 - July 12, 2015

July 13, 2015 - July 19, 2015

New time sheets launch at 12:01 AM U.S. Pacific.

Edit and Resubmit Time Sheets

You do not need to edit and resubmit any time sheets.

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This section of America Learns is your Time Sheet dashboard. Here's what each section does:

✅ Edit and Resubmit Time Sheets

- Lists and sheets that have been returned to you for edits.

- You'll receive an email when a sheet has been returned to you.
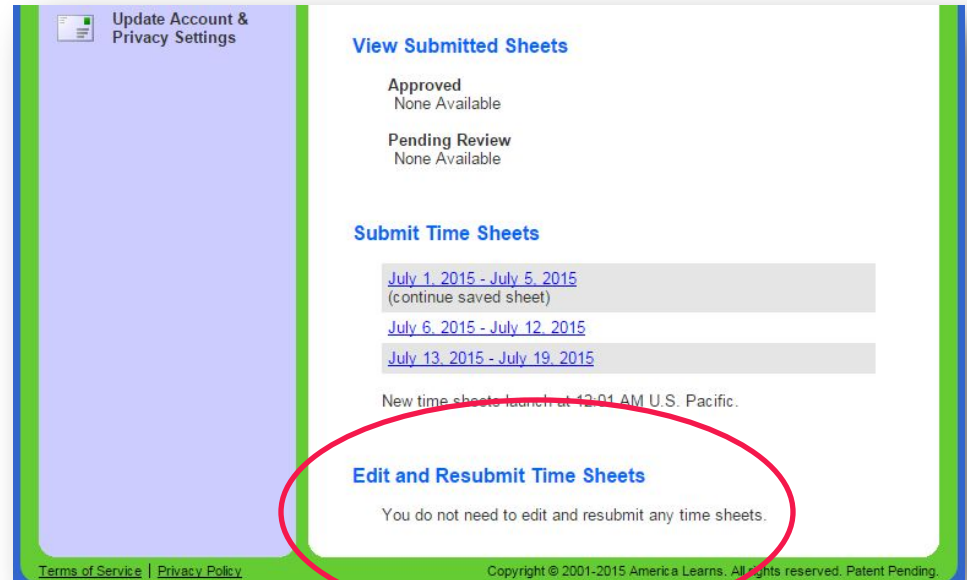
This section of America Learns is your Time Sheet dashboard. Here's what each section does:

✅ Submit Time Sheets

- Lists any sheets that are available for you to complete.

- Saved sheets will also be available here.

3
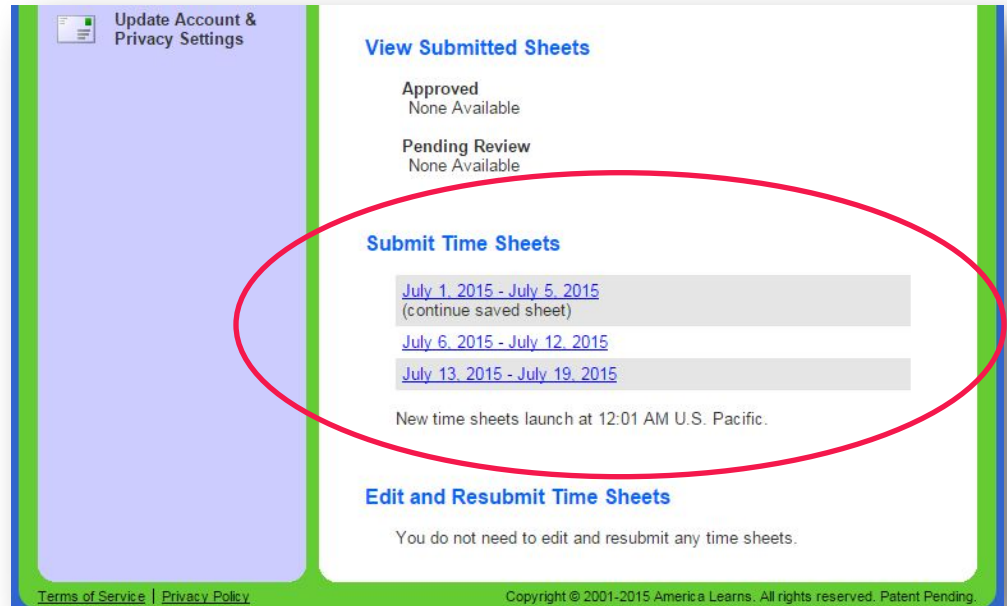
Here is the process for completing and submitting time sheets:

✅ Select Sites

- For each day of the week, select the site(s) at which you served or were supposed to serve.

- Be sure you click the **Update** (for a single day) or **Update and Apply to All Days** (for the entire sheet) link.

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Here is the process for completing and submitting time sheets:

✔ **I did not serve.**

- If you did not 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.

Wednesday, July 01, 2015

Host Sites you served at this day:

Available		Selected
Dalton Place		Anderson Center

Anderson Center on Wednesday, July 01, 2015

☐ I did not serve.
Here's why: Please Select One Reason ▼

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Options for 'I did not serve.'

When to Use Them

Option	When to use it.
Option 1 Not Scheduled for Service	Weekend not scheduled to serve
Option 2 Pre-Approved Vacation	Must submit a **Vacation Request Form** to Host Site Supervisor and HQ at least 2 weeks ahead of time. Use this when your time-off request dates have been approved. You have a maximum of **10 days** per VISTA term.
Option 3 Sick	Use this for when you are sick. You have a maximum of **10 days** per VISTA term.
Option 4 Holiday	Holidays observed by FIRST HQ. Please note that FIRST does not observe all federal holidays, and we will make announcements when a holiday is coming up.
Option 5 Other special circumstances	Jury duty, Emergency Leave, etc. These must all be pre-approved by CNCS and FIRST HQ - **do not use these categories** unless FIRST HQ has directed you to do so.

Here is the process for completing and submitting time sheets:

✔ Time In / Time Out (with Descriptions)

- If you did serve, note your **initial time in** and your **final time out**.

- The system will automatically calculate the amount of time between your time in and out, and you will then allocate that time to our categories and subcategories. (We'll talk about that next.)

RVL on Monday, May 09, 2016

☐ I did not serve.
Here's why: Please Select One Reason ▼

Time In: 08:00 AM ▼ AM
Time Out: 04:00 PM ▼ PM

Service None ▼
500 characters remaining

Training
Regional Call None ▼ Please share the details of the training or professional
Community Volunteer None ▼

Here is the process for completing and submitting time sheets:

✅ Our Categories and Subcategories

- Note how much time you spent in each **category**.

- For some (all) categories for which you allocate time, enter a **description** in the text box.

- *FIRST* **VISTA service is full-time** - you must log at least 40 hours each week between service and approved time off.

RVL on Monday, May 09, 2016

☐ I did not serve.
Here's why: Please Select One Reason ▼

Time In: 08:00 AM ▼ **AM**
Time Out: 04:00 PM ▼ **PM**

Service None ▼

500 characters remaining
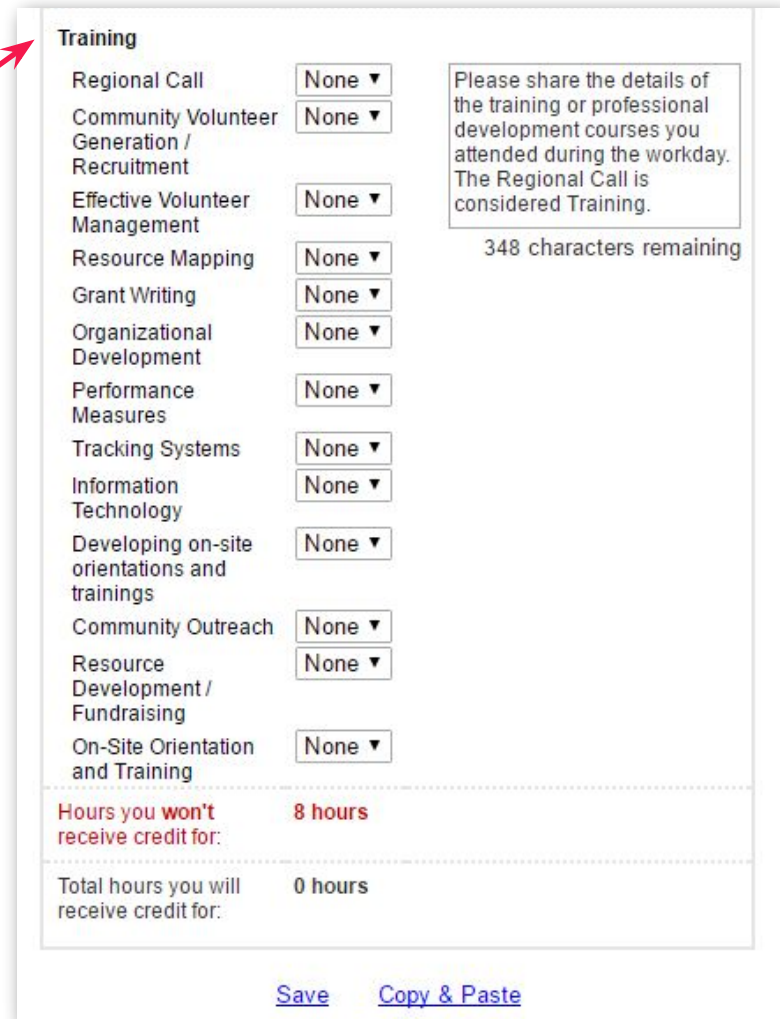
Our Categories: Service & Training

CATEGORY	When to use it.
Service	Normal day-to-day office, in-direct service, or event hours.
Training	Regional calls, orientation, trainings, professional development.

Here is the process for completing and submitting time sheets:

✅ **Our Categories and Subcategories**

Training		
Regional Call	None ▼	Please share the details of the training or professional development courses you attended during the workday. The Regional Call is considered Training.
Community Volunteer Generation / Recruitment	None ▼	
Effective Volunteer Management	None ▼	
Resource Mapping	None ▼	
Grant Writing	None ▼	
Organizational Development	None ▼	
Performance Measures	None ▼	
Tracking Systems	None ▼	
Information Technology	None ▼	
Developing on-site orientations and trainings	None ▼	
Community Outreach	None ▼	
Resource Development / Fundraising	None ▼	
On-Site Orientation and Training	None ▼	

348 characters remaining

Hours you **won't** receive credit for: **8 hours**

Total hours you will receive credit for: **0 hours**

Save   Copy & Paste

Our Categories: Training

When to Use Them

TRAINING SUBCATEGORY	When to use it.
Weekly Training Call	Each week when you attend your Weekly Training Call, account for your time by using this subcategory.
Community Volunteer Generation / Recruitment.	If you participate in a training that helps you find sources of volunteers or helps you recruit volunteers, use this category.
Effective Volunteer Management	If you participate in a training that helps you helps you support volunteers, use this category.
Resource Mapping	If you participate in a training that helps you identify and map assets in your community, use this category. (Example: local businesses, schools, other non-profits, etc.)
Grant Writing	If you participate in a training that helps you learn to find and apply to grants, use this category.

Our Categories: Training

When to Use Them

TRAINING	When to use it.
Organizational Development	If you participate in a training that helps you learn about non-profit management and capacity-building, use this category.
Performance Measures	If you participate in a training that helps you understand and achieve progress on performance measures, use this category.
Tracking Systems	If you participate in a training that helps you create/manage systems to organize and track things, use this category.
Information Technology	If you participate in a training that helps you better understand and use technology, use this category.
Developing on-site orientations and trainings	If you participate in a training that helps you create trainings or orientations for others, use this category.

Our Categories: Training

When to Use Them

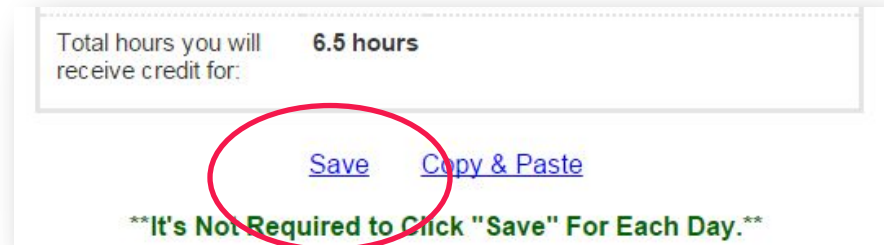| TRAINING	When to use it.
Community Outreach	If you participate in a training that helps you improve community outreach strategies, use this category
Resource Development / Fundraising	If you participate in a training that helps you learn how to secure funding or donations, use this category
On-Site Orientation and Training	Use this category when you attend VISTA Orientation or when you have your On-Site Orientation with your Host Site Supervisor

Here is the process for completing and submitting time sheets:

✅ Save Your Work (with Copy & Paste)

- Save links show 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 time sheet later.

Total hours you will receive credit for:	6.5 hours

Save   Copy & Paste

It's Not Required to Click "Save" For Each Day.
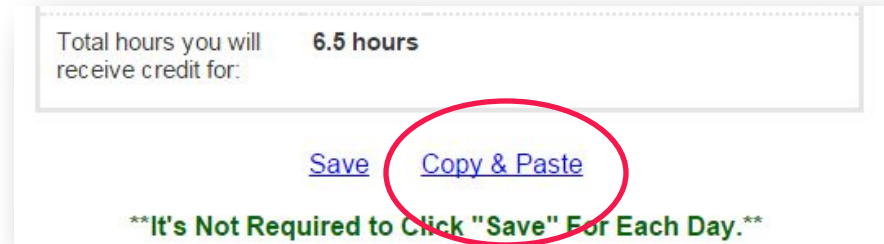
Here is the process for completing and submitting time sheets:

✅ Copy & Paste

- 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.
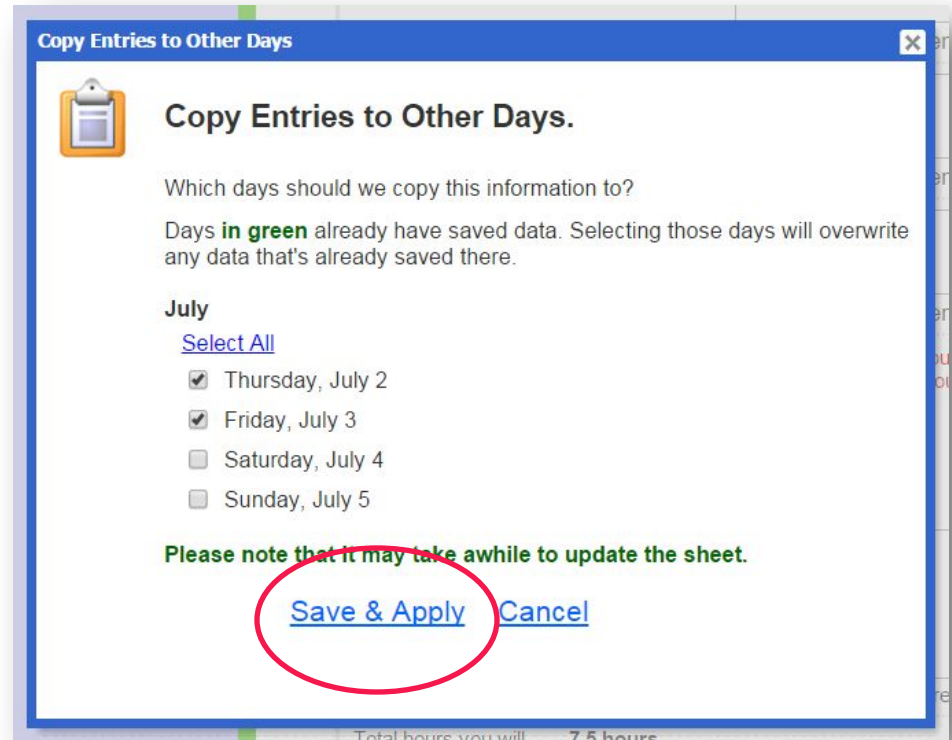
Total hours you will receive credit for:	6.5 hours

Save   Copy & Paste

It's Not Required to Click "Save" For Each Day.

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Here is the process for completing and submitting time sheets:

✅ **Copy & Paste**

- 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**.

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Here is the process for completing and submitting time sheets:

✅ Copy & Paste

- 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**.

Copy Entries to Other Days

Copy Entries to Other Days.

Which days should we copy this information to?

Days **in green** already have saved data. Selecting those days will overwrite any data that's already saved there.

July

Select All

☐ **Wednesday, July 1**
☐ **Thursday, July 2**
☐ **Friday, July 3**
☑ Sunday, July 5

Please note that it may take awhile to update the sheet.

Save & Apply   Cancel

Here is the process for completing and submitting time sheets:

✔ Submit Your Sheet

- **Totals for the Period**, at the bottom of the sheet, summarizes all of your hours. **Review it** to make sure you've recorded everything.

  - When everything checks out, sign your sheet at the bottom and click the **Authorize and Submit** button.

Totals for the Period

Service	22.5 hours
Training	0 hours
Fundraising	0 hours
Total Time to Receive Credit For:	22.5 hours

Authorize and Submit

Once you've entered your hours, please enter your full name below, and then click the button that reads, "Authorize & Send to Your Supervisor for Approval."

Enter your name in the same way that it's recorded in the America Learns Network (Wally Copy). This serves as an electronic signature.

Your Name

Authorize and Submit to Your Supervisor for Approval

When are timesheets due?

Timesheets are due bi-weekly on Mondays at 12 PM Eastern

Timesheets are a requirement of our grant, and **failure to submit on time could jeopardize future funding of our program.**

It's very important to get them in and approved by your Host Site Supervisor on time.

Let your VISTA Leader know if you have any questions.

03 Tips + Q&A
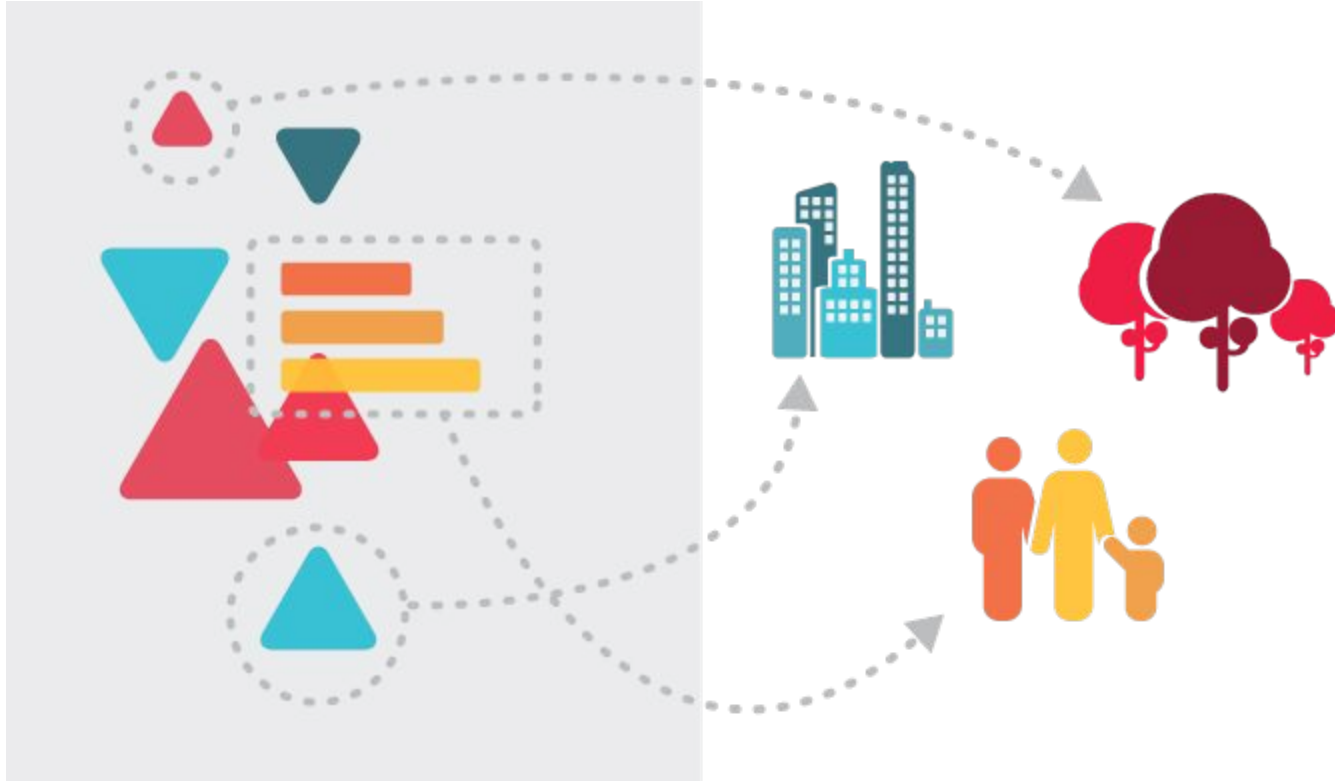
Tips for Preventing Returned Sheets

Number One
Write detailed descriptions.

Number Two
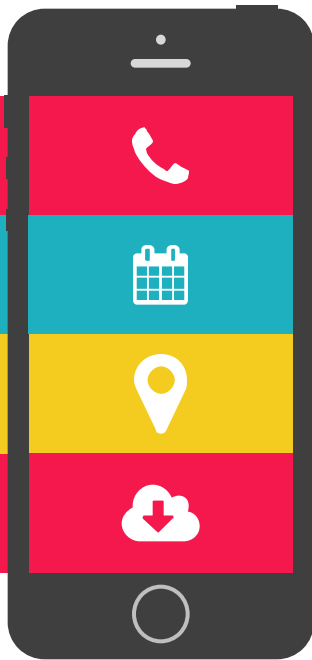Double check your time before submitting.

Built to Be Convenient for You

✓ **Computers**

✓ **iPhones& iPads**

✓ **Android Phones & Tablets**

Alerts from America Learns

New Time Sheet Available for You
You'll get an email from the system whenever a new time sheet launches.

When a Sheet is Returned for Editing
You'll get an email from the system whenever a sheet is returned to you for revisions.

Late Sheets
You'll get an email/text when sheets are overdue. Don't let this happen!

Ready for Success?

Having trouble? Contact your VISTA Leader!

You can also contact

Lindsey Castellon lcastellon@firstinspires.org