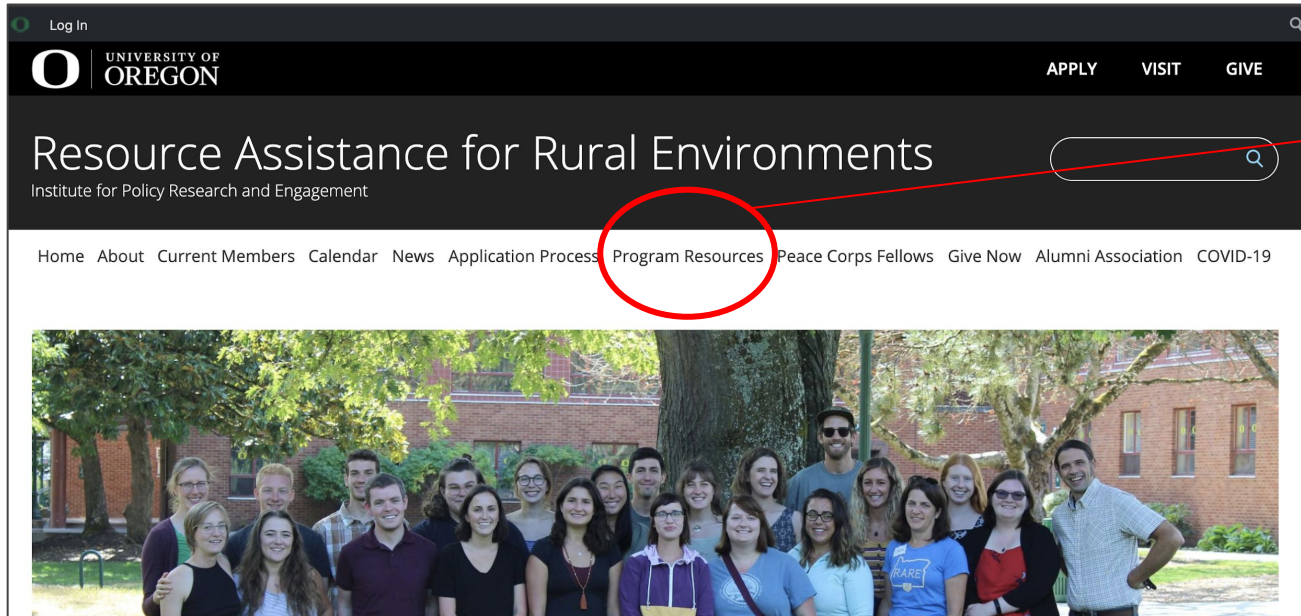


OnCorps: How to log hours

(and subsequently get PAID!)



Step 1: Go to the RARE homepage: <https://rare.uoregon.edu/>



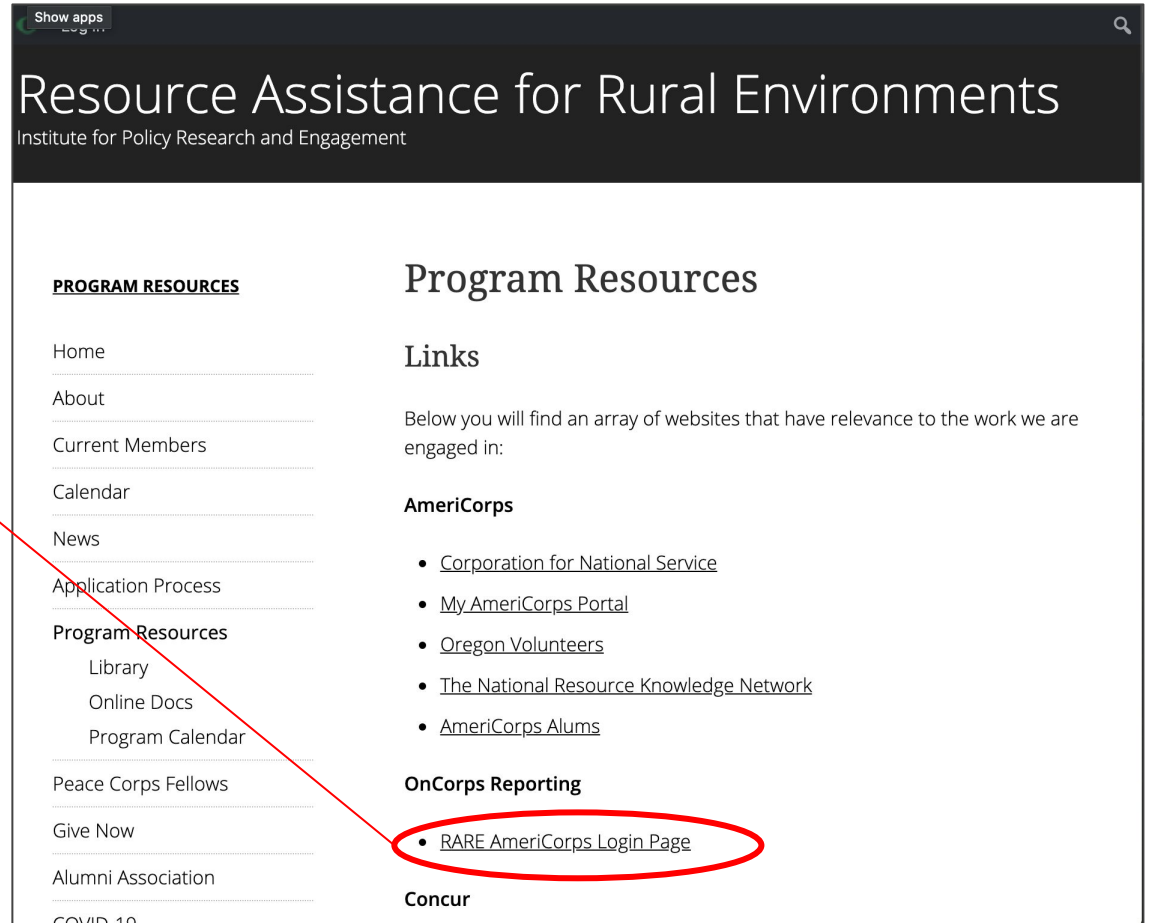
Step 2:
Find and click on
“Program Resources”

*Alternate--Go directly to the “Program Resources” by using the link:
<https://rare.uoregon.edu/program-resources/>

Step 3:

Click on “RARE AmeriCorps Login Page” under “OnCorps Reporting”

This will redirect you to the OnCorps login page (see Step 4).



The screenshot shows the website header with the title "Resource Assistance for Rural Environments" and the subtitle "Institute for Policy Research and Engagement". A "Show apps" button is in the top left, and a search icon is in the top right. The main content is divided into two columns. The left column is titled "PROGRAM RESOURCES" and lists various links: Home, About, Current Members, Calendar, News, Application Process, Program Resources (with sub-links for Library, Online Docs, and Program Calendar), Peace Corps Fellows, Give Now, Alumni Association, and COVID-19. The right column is titled "Program Resources" and contains a "Links" section. Below the "Links" section, it states "Below you will find an array of websites that have relevance to the work we are engaged in:". Underneath, there are two sub-sections: "AmeriCorps" with links to "Corporation for National Service", "My AmeriCorps Portal", "Oregon Volunteers", "The National Resource Knowledge Network", and "AmeriCorps Alums"; and "OnCorps Reporting" with a link to "RARE AmeriCorps Login Page" which is circled in red. A "Concur" section is partially visible at the bottom.

Step 4:

Once at the OnCorps Login page, enter your username and password

Step 5:

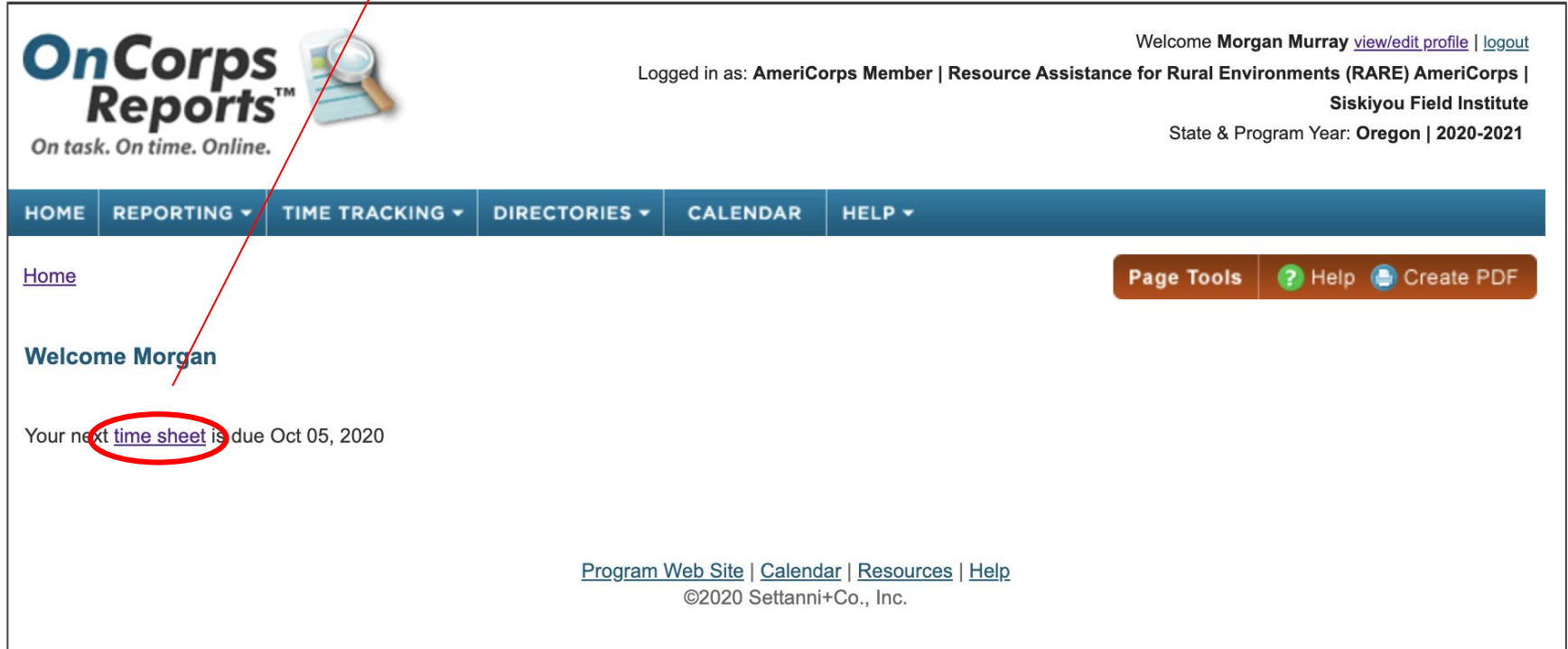
Click "Login" button

The screenshot shows a web browser window with a dark blue header containing the text "WEB SITE" and "RESOURCES". The main content area is white. On the right side, there is a login box with a blue border. The box contains the following elements:

- Header: "Login to OnCorps Reports" in blue text.
- Logo: "OnCorps Reports" in large blue font, with a magnifying glass icon to the right.
- Slogan: "On task. On time. Online." in smaller blue text.
- Text: "You are logging into: 2020-2021 Resource Assistance for Rural Environments (RARE) AmeriCorps" in black text, with a blue link "change" below it.
- Form fields: "AmeriCorps Member or VISTA Username:" followed by a text input field containing "mmurray". Below it is a "Password:" label followed by a password input field with masked characters.
- Buttons: A "Login" button below the password field.
- Section: "Forgot your password?" with a paragraph of text: "Enter your e-mail address below and your login name and password will be e-mailed to you. It may end up in your spam folder, so check there as well." Below this is an "Email:" label and a text input field.
- Buttons: A "Send" button below the email input field.

Red lines and circles are used as annotations: a red line points from the text "password" in Step 4 to the password input field; another red line points from the text "Click 'Login' button" in Step 5 to the "Login" button. The "Username:" label and the "Login" button are also circled in red.

Step 6: Click on “time sheet”



OnCorps Reports™
On task. On time. Online.

Logged in as: **AmeriCorps Member** | Resource Assistance for Rural Environments (RARE) AmeriCorps | Siskiyou Field Institute
State & Program Year: **Oregon** | 2020-2021

Welcome **Morgan Murray** [view/edit profile](#) | [logout](#)

HOME REPORTING ▾ TIME TRACKING ▾ DIRECTORIES ▾ CALENDAR HELP ▾

[Home](#)

Page Tools ? Help Create PDF

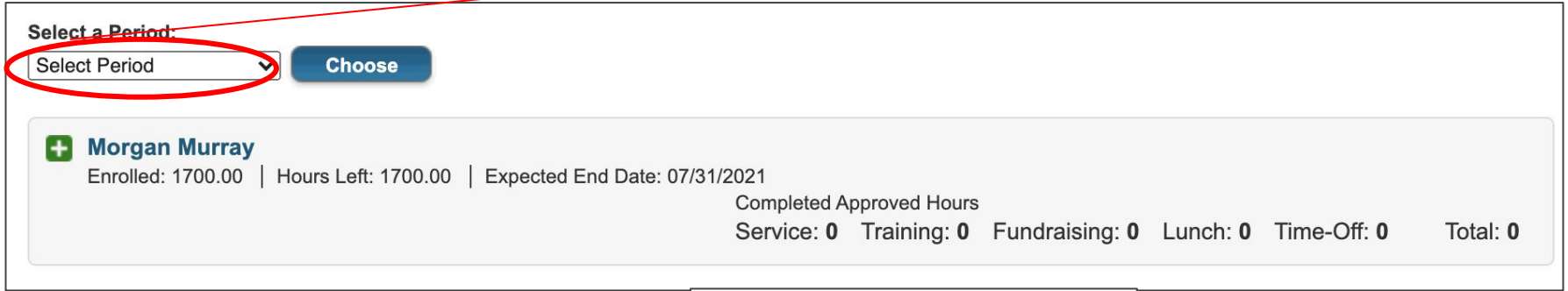
Welcome **Morgan**

Your next **time sheet** is due Oct 05, 2020

[Program Web Site](#) | [Calendar](#) | [Resources](#) | [Help](#)
©2020 Settanni+Co., Inc.

Step 7:

Click the drop down box “Select Period”



Select a Period:

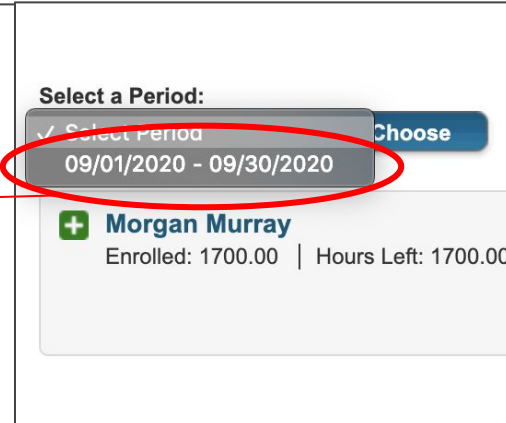
Select Period

+ Morgan Murray
Enrolled: 1700.00 | Hours Left: 1700.00 | Expected End Date: 07/31/2021

Completed Approved Hours
Service: 0 Training: 0 Fundraising: 0 Lunch: 0 Time-Off: 0 Total: 0

Step 8:

Select the current time period and click “Choose”



Select a Period:

Select Period

09/01/2020 - 09/30/2020

+ Morgan Murray
Enrolled: 1700.00 | Hours Left: 1700.00

Step 9:

Scroll down until you reach the date you need to enter hours for...

The screenshot shows the OnCorps Reports web application interface. At the top left is the logo "OnCorps Reports™" with the tagline "On task. On time. Online." and a magnifying glass icon. The top right corner displays the user's name "Morgan Murray" and navigation links: "view/edit profile", "home page", and "Logout". Below this, it shows "Logged in as: AmeriCorps Member | Resource Assistance for Rural Environments (RARE) AmeriCorps" and "State & Program Year: Oregon | 2020-2021".

A dark blue navigation bar contains the following menu items: HOME, REPORTING, TIME TRACKING, DIRECTORIES, CALENDAR, and HELP. On the right side of this bar are "Page Tools" and "Create PDF" buttons.

Below the navigation bar, there is a "Select a Period:" section with a dropdown menu showing "09/01/2020 - 09/30/2020" and a "Choose" button.

The user profile section shows a plus sign icon, the name "Morgan Murray", and the following details: "Enrolled: 1700.00 | Hours Left: 1700.00 | Expected End Date: 07/31/2021".

A message states: "You are entering time for period: 09/01/2020 - 09/30/2020" and "This time sheet is DUE: 10/05/2020".

The interface shows two dates: "Tue Sep 01" and "Wed Sep 02". For each date, a message says "You were not active during this time, no hours allowable." Below each message is a table with the following columns: "Time In", "Time Out", "Categories", "Service Site", and an empty column for hours. Each row in the table has a "select One" dropdown for Categories and "Siskiyou Field Institute" for Service Site. A "Clear All Rows" button is located below the table for each date.

Time In	Time Out	Categories	Service Site	
		select One	Siskiyou Field Institute	
		select One	Siskiyou Field Institute	
		select One	Siskiyou Field Institute	

Step 9:

Click on the **first** box under the “Time In” column

Note: It is important to fill each box in order. OnCorps will only process hours top-down; right-left.

Tue Sep 08

You were not active during this time, no hours allowable.

Time In	Time Out	Categories	Service Site	
<input type="text"/>	<input type="text"/>	select One	Siskiyou Field Institute	<input type="text"/>
<input type="text"/>	<input type="text"/>	select One	Siskiyou Field Institute	<input type="text"/>
<input type="text"/>	<input type="text"/>	select One	Siskiyou Field Institute	<input type="text"/>

Clear All Rows

Wed Sep 09

Time In	Time Out	Categories	Service Site	
08:00 AM	<input type="text"/>	select One	Siskiyou Field Institute	<input type="text"/>
<input type="text"/>	<input type="text"/>	select One	Siskiyou Field Institute	<input type="text"/>
<input type="text"/>	<input type="text"/>	select One	Siskiyou Field Institute	<input type="text"/>

Hour Minute

AM 12 01 02 03 04 05 00

06 07 08 09 10 11 15

PM 12 01 02 03 04 05 30

06 07 08 09 10 11 45

Time In	Time Out	Categories	Service Site	
<input type="text"/>	<input type="text"/>	select One	Siskiyou Field Institute	<input type="text"/>
<input type="text"/>	<input type="text"/>	select One	Siskiyou Field Institute	<input type="text"/>

Clear All Rows

Fri Sep 11

Time In	Time Out	Categories	Service Site	
<input type="text"/>	<input type="text"/>	select One	Siskiyou Field Institute	<input type="text"/>
<input type="text"/>	<input type="text"/>	select One	Siskiyou Field Institute	<input type="text"/>

Step 10:

Select the hour and minute (to the nearest 15 minutes) that you began work.

Tip: The first two rows are AM and the last two rows are PM (IMPORTANT!)

Tue Sep 08

You were not active during this time, no hours allowable.

Time In	Time Out	Categories	Service Site	
<input type="text"/>	<input type="text"/>	select One	Siskiyou Field Institute	<input type="text"/>
<input type="text"/>	<input type="text"/>	select One	Siskiyou Field Institute	<input type="text"/>
<input type="text"/>	<input type="text"/>	select One	Siskiyou Field Institute	<input type="text"/>

Clear All Rows

Wed Sep 09

Time In	Time Out	Categories	Service Site	
08:00 AM	<input type="text"/>	select One	Siskiyou Field Institute	<input type="text"/>
<input type="text"/>	<input type="text"/>	select One	Siskiyou Field Institute	<input type="text"/>
<input type="text"/>	<input type="text"/>	select One	Siskiyou Field Institute	<input type="text"/>

Hour Minute

AM	12	01	02	03	04	05	00
	06	07	08	09	10	11	15
PM	12	01	02	03	04	05	30
	06	07	08	09	10	11	45

Time In	Time Out	Categories	Service Site	
<input type="text"/>	<input type="text"/>	select One	Siskiyou Field Institute	<input type="text"/>
<input type="text"/>	<input type="text"/>	select One	Siskiyou Field Institute	<input type="text"/>

Clear All Rows

Fri Sep 11

Time In	Time Out	Categories	Service Site	
<input type="text"/>	<input type="text"/>	select One	Siskiyou Field Institute	<input type="text"/>
<input type="text"/>	<input type="text"/>	select One	Siskiyou Field Institute	<input type="text"/>

Step 11:

Under the “Time Out” column, select the hour and minute (to the nearest 15 minutes) that you ended work.

Note: You will repeat steps 10&11 for each task (covered in step 12)

The screenshot displays a time tracking interface for Wednesday, September 9th. It features columns for 'Time In', 'Time Out', 'Categories', and 'Siskiyou Field'. The 'Time Out' column is currently selected, and a time selection modal is open. The modal is divided into 'Hour' and 'Minute' sections. The 'Hour' section shows a grid of numbers from 12 to 11, with '05' selected. The 'Minute' section shows a grid of numbers from 00 to 45 in increments of 15, with '30' selected. A red circle highlights the '05' and '30' selections. A red line points from the text 'to the nearest 15 minutes' in the instruction to the '30' minute selection. The modal also includes 'AM' and 'PM' options, with 'AM' selected. A 'Clear All R' button is visible in the background.

Time In	Time Out	Categories	Siskiyou Field
08:00 AM	05:30 PM	select One	Siskiyou Field

Hour

Minute

12	01	02	03	04	05	00
06	07	08	09	10	11	15
12	01	02	03	04	05	30
06	07	08	09	10	11	45

AM

PM


Clear All R

Thu Sep 10

Time In	Time Out	Categories	Siskiyou Field

Step 12:

Click the drop down in the “Categories” column



Wed Sep 09						
Time In	Time Out	Categories	Service Site	Description	Total	
08:00 AM	05:30 PM	select One ▼	Siskiyou Field Institute ▼		9.50	
		select One ▼	Siskiyou Field Institute ▼			
		select One ▼	Siskiyou Field Institute ▼			

Clear All Rows

Total Hours on Wed Sep 09 that count toward service:9.50

Note:

“Service Site” will always stay the same. DO NOT TOUCH!

“Description” can be left blank. DO NOT TOUCH!

“Total” is automatically generated. DO NOT TOUCH!

Step 13:

Select the type of work you completed during your previously filled in hours.

Note:

You will determine a letter for each service project.

For example, “Project K” is Emergency Response.

Wed Sep 09		
Time In	Time Out	Categories
08:00 AM	05:30 PM	<input checked="" type="checkbox"/> select One
		Service
		Administration for Host Site
		Administration for RARE
		Project A
		Project B
		Project C
		Project D
		Project E
		Project F
		Project G
		Project H
		Project I
		Project J
		Project K
		Training
		Other Professional Development
		Host Site Training
		RARE Sponsored Training
		Fundraising
		Grantwriting
		Other Fundraising

Clear All Rows

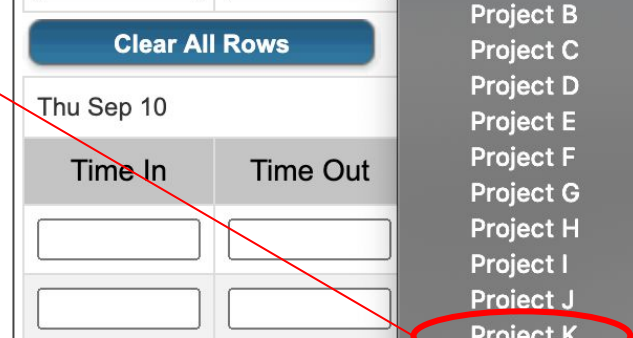
Thu Sep 10

Time In	Time Out	

Clear All Rows

Fri Sep 11

Time In	Time Out	



Here is the example of what one day of service could look like...

Wed Sep 09						
Time In	Time Out	Categories	Service Site	Description	Total	
08:00 AM	05:30 PM	Project K	Siskiyou Field Institute		9.50	
		select One	Siskiyou Field Institute			
		select One	Siskiyou Field Institute			

Clear All Rows

Total Hours on Wed Sep 09 that count toward service:9.5

Depending on your placement and the amount of projects, it could also look like...

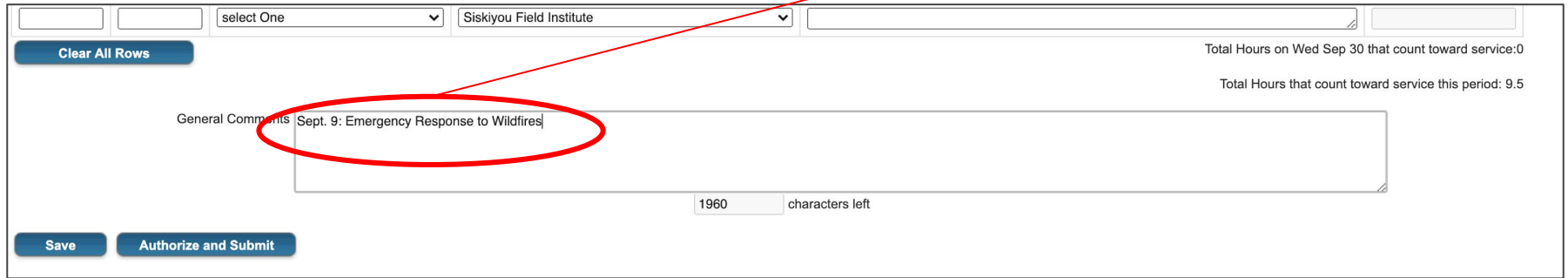
Mon Sep 14						
Time In	Time Out	Categories	Service Site	Description	Total	
08:00 AM	12:30 PM	Project A	Siskiyou Field Institute		4.50	
12:30 PM	03:30 PM	Project B	Siskiyou Field Institute		3.00	
03:30 PM	04:00 PM	Project D	Siskiyou Field Institute		0.50	
05:00 PM	06:00 PM	Project C	Siskiyou Field Institute		1.00	
06:00 PM	11:30 PM	Administration for RARE	Siskiyou Field Institute		5.50	
		select One	Siskiyou Field Institute			

Clear All Rows

Total Hours on Mon Sep 14 that count toward service:14.5

Step 14:

Scroll down to the bottom of the page. Leave any comments in the general comments section.



The screenshot shows a form with several input fields at the top, including a dropdown menu set to 'select One' and a text field containing 'Siskiyou Field Institute'. Below these is a blue button labeled 'Clear All Rows'. To the right, there are two lines of text: 'Total Hours on Wed Sep 30 that count toward service:0' and 'Total Hours that count toward service this period: 9.5'. The main section is a large text area labeled 'General Comments' containing the text 'Sept. 9: Emergency Response to Wildfires', which is circled in red. At the bottom of this text area, it says '1960 characters left'. Below the text area are two blue buttons: 'Save' and 'Authorize and Submit'.

Make sure to date each note because you will be adding comments for the entire time period. This is also a good place to define each project.



The screenshot shows a 'General Comments' text area containing a list of project descriptions: 'Project A: Program Assessment/Shadowing', 'Project B: Program Planning (including setting up)', 'Project C: Program Implementation', 'Project D: Program Evaluation (Including debriefs)', and 'Project E: Program Documentation'. This list is circled in red. At the bottom of the text area, it says '1532 characters left'.

Step 15:

After you input your hours and leave any comments, click the “Save” button.

The screenshot shows a web form with the following elements:

- Two dropdown menus, both set to "Siskiyou Field Institute".
- A "Clear All Rows" button.
- Text on the right: "Total Hours on Wed Sep 30 that count toward service:0" and "Total Hours that count toward service this period: 9.5".
- A "General Comments" text area containing "Sept. 9: Emergency Response to Wildfires".
- A character count: "1960 characters left".
- Two buttons at the bottom: "Save" (circled in red) and "Authorize and Submit" (circled in black).

If you are done reviewing your hours for the time period and want to submit them for review to your site supervisor, click the “Authorize and Submit” button. You will not be able to make edits after you click this button.

PRO TIPS

For making your relationship with OnCorps smooth and not filled with rage/mental breakdowns every other night!



Recommended Browsers:

- Google Chrome
- Mozilla Firefox
- Microsoft Edge
- Safari
- Internet Explorer Users - You may need to use compatibility mode for the menus, and exportable reports to load. Some information on how to turn that on can be found [here](#).

Follow us on Social Media

For up-to-the minute information, including new features and weekly Webinar announcements, LIKE or FOLLOW us!

Facebook

 Follow @oncorpsreports

Log in to your account

Please select your program year:

2020-2021

The Default Selected Program Year is now 2020-2021. Please be sure to select the correct program year to log into!

Submit

Contact help@oncorpsreports.com for the quickest response if you need technical support or training. Use our built-in help ticketing system if you can log in, so we can better troubleshoot your issue, or call our customer service line at (612) 568-8627.

Customer Support and Trainings

To schedule a demo or custom training, or to access existing webinars and videos, please contact our support desk via a help ticket, or [email us](#) if you do not have an OnCorps account.

Upcoming Webinars

After you logout you will see this screen.

You may now close your tab.

If you do not logout, OnCorps may try to log you out the next time you try to access it.

This is a pain in the a\$\$.

OnCorps has cool time tracking features...

Select a Period:

Select Period

Morgan Murray

Enrolled: 1700.00 | Hours Left: 1700.00 | Expected End Date: 07/31/2021

Completed Approved Hours

Service: 0 Training: 0 Fundraising: 0 Lunch: 0 Time-Off: 0 Total: 0

Member Details for Morgan

Days Served: 0

Avg/Wk Target: 36.62 Hours/Week

Avg/Wk Current: 0.00 Hours/Week

Weeks Left: 45.71

Avg/Wk Needed: 37.19

Service Sites

Primary Site: Siskiyou Field Institute | Sarah Worthington

Hour Details for Morgan

	Service					Training					Fundraising					Lunch					Time-Off				
	pre	1	2	3	total	pre	1	2	3	total	pre	1	2	3	total	1	2	3	total	1	2	3	total		
1		9.5	0	0	9.5	1	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0	0	0	
2		0	0	0	0	2	0	0	0	0	2	0	0	0	0										
3		0	0	0	0	3	0	0	0	0															
4		0	0	0	0																				
5		0	0	0	0																				
6		0	0	0	0																				
7		0	0	0	0																				
8		0	0	0	0																				
9		0	0	0	0																				
10		0	0	0	0																				
11		0	0	0	0																				
12		0	0	0	0																				
13		0	0	0	0																				
total	0	9.5	0	0	9.5	total	0	0	0	0	total	0	0	0	0	total	0	0	0	0	total	0	0	0	

Definitions of the Member Hours Statistics		
Statistic	Definition	Equation
Avg/Wk Target	The target average hours per week the member should complete based on their committed hours, Service Start Date and Expected End Date.	Total Committed Hours / ((Expected End Date - Service Start Date)/7)
Avg/Wk Current	The actual average hours per week the member has served up to this date	Approved Hours / ((Today's Date - Service Start Date)/7)
Weeks Left	Number of weeks from today to the member's Expected End Date	(Expected End Date - Today's Date)/7
Hours Left	The remaining number of hours the member needs to serve	Committed Hours - Approved Hours
Avg/Wk Needed	The average hours per week the member needs to serve in order to successfully complete their service on time.	Hours Left / Weeks Left

Your time sheet for week 09/01/2020 - 09/30/2020 was saved successfully.

Click on the plus sign by your name to view the full spread

Select a Period:

Select Period ▼

Choose



Morgan Murray

Enrolled: 1700.00 | Hours Left: 1700.00 | Expected End Date: 07/31/2021

Completed Approved Hours

Service: 0 Training: 0 Fundraising: 0 Lunch: 0 Time-Off: 0 Total: 0

Member Details for Morgan

Days Served: 0

Avg/Wk Target: 36.62 Hours/Week

Avg/Wk Current: 0.00 Hours/Week

Weeks Left: 45.71

Avg/Wk Needed: 37.19

Service Sites

Primary Site: Siskiyou Field Institute | Sarah Worthington

Hour Details for Morgan

	Service					Training					Fundraising					Lunch					Time-Off				
	pre	1	2	3	total	pre	1	2	3	total	pre	1	2	3	total	1	2	3	total	1	2	3	total		
1		9.5	0	0	9.5	1	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0	0	0	
2		0	0	0	0	2	0	0	0	0	2	0	0	0	0										
3		0	0	0	0	3	0	0	0	0															
4		0	0	0	0																				
5		0	0	0	0																				
6		0	0	0	0																				
7		0	0	0	0																				
8		0	0	0	0																				
9		0	0	0	0																				
10		0	0	0	0																				
11		0	0	0	0																				
12		0	0	0	0																				
13		0	0	0	0																				
total	0	9.5	0	0	9.5	total	0	0	0	0	total	0	0	0	0	total	0	0	0	0	total	0	0	0	

Definitions of the Member Hours Statistics		
Statistic	Definition	Equation
Avg/Wk Target	The target average hours per week the member should complete based on their committed hours, Service Start Date and Expected End Date.	Total Committed Hours / ((Expected End Date - Service Start Date)/7)
Avg/Wk Current	The actual average hours per week the member has served up to this date	Approved Hours / ((Today's Date - Service Start Date)/7)
Weeks Left	Number of weeks from today to the member's Expected End Date	(Expected End Date - Today's Date)/7
Hours Left	The remaining number of hours the member needs to serve	Committed Hours - Approved Hours
Avg/Wk Needed	The average hours per week the member needs to serve in order to successfully complete their service on time.	Hours Left / Weeks Left

Your time sheet for week 09/01/2020 - 09/30/2020 was saved successfully.

Finally, mess around with OnCorps on your own and see what you learn. Share with your cohort! Or don't... I can't tell you what to do.

