



Timesheets, Travel, Health Insurance

Introduction to OnCorps and Concur
Overview of Health Insurance Coverage Options



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Resource Assistance for
Rural Environments (RARE)



OnCorps

- Web-based application designed for AmeriCorps programs to gather data for reporting
 - **Timesheet**
 - Reports
 - Program Website
 - Resources



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Login Page

We will share the unique URL and it will be on the RARE website.

Username is first initial of your first name and your full last name
(Example: aadelman)

The default password is RARE2020
– you will be prompted to change it upon login.



The screenshot shows the 'Login to OnCorps Reports' interface. At the top, there's a blue header with 'WEB SITE' and 'RESOURCES' links. Below this, the main content area has a title 'Login to OnCorps Reports' and the 'OnCorps Reports' logo with the tagline 'On task. On time. Online.' Below the logo, it states 'You are logging into: 2020-2021 Resource Assistance for Rural Environments (RARE) AmeriCorps' with a 'change' link. There are input fields for 'Username' and 'Password', and a 'Login' button. At the bottom, there's a 'Forgot your password?' section with instructions to enter an email address for a password reset email.

WEB SITE | RESOURCES

Login to OnCorps Reports

OnCorps Reports™
On task. On time. Online.

You are logging into:
2020-2021 Resource Assistance for Rural Environments (RARE) AmeriCorps
[change](#)

AmeriCorps Member or VISTA
Username:

Password:

Login

Forgot your password?
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.



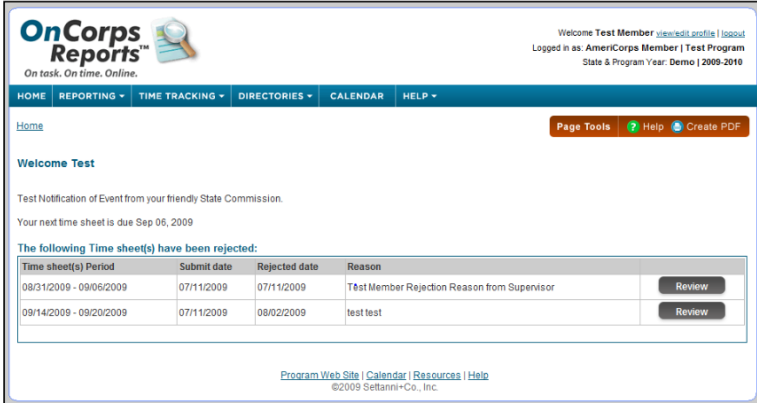
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Home

- Displays system generated alerts about reports and records/timesheets that require your attention
 - Review or Update buttons will show on report or timesheet that needs attention



The screenshot shows the 'OnCorps Reports' web application interface. At the top, there's a navigation bar with links: HOME, REPORTING, TIME TRACKING, DIRECTORIES, CALENDAR, and HELP. Below this, a 'Welcome Test' message is displayed, followed by a notification about an event from the State Commission and a reminder that the next time sheet is due on September 06, 2009. A section titled 'The following Time sheet(s) have been rejected:' contains a table with two rows of rejected time sheets. Each row has columns for 'Time sheet(s) Period', 'Submit date', 'Rejected date', and 'Reason'. To the right of each row is a 'Review' button. At the bottom of the page, there are links for 'Program Web Site', 'Calendar', 'Resources', and 'Help', along with a copyright notice for 2009 Setanni+Co., Inc.

Time sheet(s) Period	Submit date	Rejected date	Reason	
08/31/2009 - 09/05/2009	07/11/2009	07/11/2009	Test Member Rejection Reason from Supervisor	Review
09/14/2009 - 09/20/2009	07/11/2009	08/02/2009	test test	Review

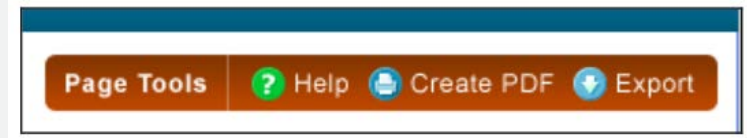


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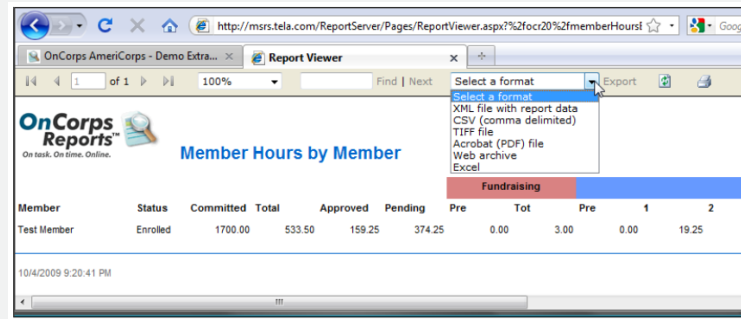
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Page Tools Bar



- Contains three buttons: Help, Create PDF, and Export
 - Help will open a pop-up to give information on current page
 - Create PDF will create a PDF (not an option on all pages)
 - Export allows you to export data, multiple formats available (XML, CSV, TIFF, PDF, Excel) – works best on Internet Explorer




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Time Tracking



On task. On time. Online.

Welcome Test Member [view/edit profile](#) | [logout](#)
Logged in as: AmeriCorps Member | Test Program
State & Program Year: Demo | 2009-2010

HOME | REPORTING | TIME TRACKING | DIRECTORIES | CALENDAR | HELP

[Home](#)
[Welcome Test](#)

[Enter Timesheets](#)
[List Timesheets](#)
[Member Total Hours Year-To-Date](#)

Page Tools | ? Help | Create PDF

Test Notification of Event from your friendly State Commission. Staff can enter notices that "stick" on the home page for all system users in their state...

Your next time sheet is due Oct 11, 2009

The following Time sheet(s) have been rejected:

Time sheet(s) Period	Submit date	Rejected date	Reason	
09/14/2009 - 09/20/2009	07/11/2009	08/02/2009	test test	Review
09/28/2009 - 10/04/2009	08/18/2009	10/02/2009		Review

The following Time sheet(s) have been unlocked:

Time sheet(s) Period	Unlock date	Reason	
10/05/2009 - 10/11/2009	09/04/2009	I am unlocking this timesheet because.....	Review

[Program Web Site](#) | [Calendar](#) | [Resources](#) | [Help](#)
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Time Tracking

- Members are the only ones allowed to enter hours in OnCorps. You will log in, fill out a timesheet and submit it to the supervisor(s). The timesheet is now locked.
- E-mail is sent to supervisor(s). A notice also appears on the supervisor's OnCorps home page.
- Supervisor logs in to OnCorps Reports and reviews the member's timesheet. Supervisor can either:
 - Approve – sends to Program Director, we review and no further action is needed or we unlock for revisions
 - Reject – a reason will be provided and member will correct and resubmit



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Enter Timesheets

- To open a timesheet, select a date range for that timesheet from the *Select a Period* drop down menu.

The screenshot shows a web form titled "Enter Timesheets". It features a "Select a Period:" label above a dropdown menu. The dropdown menu is open, displaying a list of date ranges. The first option, "09/28/2009 - 10/04/2009", is highlighted in blue. To the right of the dropdown is a blue "Choose" button. Below the dropdown, there is a "Select One" label and a list of sample periods and their statuses. To the right of this list are links for "resources" and "Help".

Select a Period:

09/28/2009 - 10/04/2009

Select One

SAMPLE PERIOD: 08/25/2000 - 09/07/2000
08/31/2009 - 09/06/2009 rejected: 07/11/2009
09/07/2009 - 09/13/2009 saved: 07/11/2009 submitted: 07/11/2009 approved: 07/11/2009
09/14/2009 - 09/20/2009 saved: 07/11/2009 submitted: 07/11/2009
09/21/2009 - 09/27/2009 saved: 07/11/2009
09/28/2009 - 10/04/2009
10/05/2009 - 10/11/2009
10/12/2009 - 10/18/2009
10/19/2009 - 10/25/2009
10/26/2009 - 11/01/2009
11/02/2009 - 11/08/2009
11/09/2009 - 11/15/2009
11/16/2009 - 11/22/2009
11/23/2009 - 11/29/2009
11/30/2009 - 12/06/2009
12/07/2009 - 12/13/2009
12/14/2009 - 12/20/2009
12/21/2009 - 12/27/2009
12/28/2009 - 01/03/2010

Choose

[resources](#) | [Help](#)
Inc.



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Enter Time

- All timesheets default to three activity lines per day but will automatically add rows as time is entered, up to a max of 15 lines per day.
- Descriptions: There will be text boxes for you to explain activities in greater detail. These descriptions are line-by-line. When teleserving, please use this to describe activities completed during that time period.
- Service Site: This will pre-populate based on your service site.



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Enter Time

- Categories: Select one – OnCorps breaks time into three main categories – Service, Training, Fundraising
- Sub-Categories:
 - Service: Admin for RARE, Admin for Host Site, Projects
 - Training: RARE Sponsored Training, Host Site Training, Other Professional Development
 - Fundraising: Grantwriting, Other Fundraising



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Projects

- These projects are based off your workplan, selecting projects that will run the majority of the service year. Please include project names for each in the comments section of your timesheet.
- Example:
 - *Project A: Econ Dev - EDC, BCC, Chamber and Showcase*
 - *Project B: Broadband*
 - *Project C: ROI - VenetaWorks, Small Business Assistance and SBAC Improvements*
 - *Project D: Pop-up Feasibility*
 - *Project E: By Design*
 - *Project F: Business Recruitment*
 - *Project G: Zombie Buildings*
 - *Project H: Business Assistance*
 - *Project I: Buy Local*



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Notes

- When counting travel time, please track and account for this under the project it supports. An exception is travel for RARE-sponsored training – count this under RARE Admin.
- Countable hours for each training will be outlined on the associated agenda.
 - *Meals during trainings are primarily social and should not be counted towards training hours.*
- Do not count time spent on research or project development towards fundraising hours. Instead, count those hours towards the project category the grant is tied to.



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Other Considerations

- Only record time spent serving
- Federal holidays and weekend: RARE AmeriCorps Members may serve on Federal Holidays and weekends if the service aligns with their work plan.
- Vacation and sick leave: Because RARE AmeriCorps members commit to a certain number of hours of service, they do not accrue any leave.
 - Vacations should be discussed with supervisor to ensure that scheduled vacations do not interfere with critical days for projects. RARE AmeriCorps members can take vacations days as long as they are still able to complete their 1,700 hours within eleven months.
- It is prohibited to count hours while consuming alcohol or cannabis.



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Simple Steps for a Perfect Timesheet

- Member inputs hours under applicable categories, rounding to the nearest quarter hour. Be sure to put details on activities in the description section while teleserving. **Member should input hours served on a daily basis.**
- Member submits timesheet by 5th of month. Timesheet is now locked, hours are “pending”.
- Supervisor(s) is notified by email and onscreen in OnCorps that timesheets require their attention.
- Supervisor(s) approves or rejects w/comments by the 10th of each month. Approved timesheets are locked, rejected timesheets are unlocked for revisions.
- If rejected, member is notified. Member fixes, re-submits revised timesheet.
- Once approved, hours are logged as APPROVED HOURS.



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