Timesheets & Travel

Introduction to OnCorps and Concur

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OnCorps

- Website for AmeriCorps programs to gather data for reporting
  - Timesheets
  - Quarterly Reports

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Login Page

WEB SITE | RESOURCES

We will share the link and it will be on the RARE website.

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

The default password is your first initial, last initial (both lower case) and RARE2022! You will be prompted to change it upon login.

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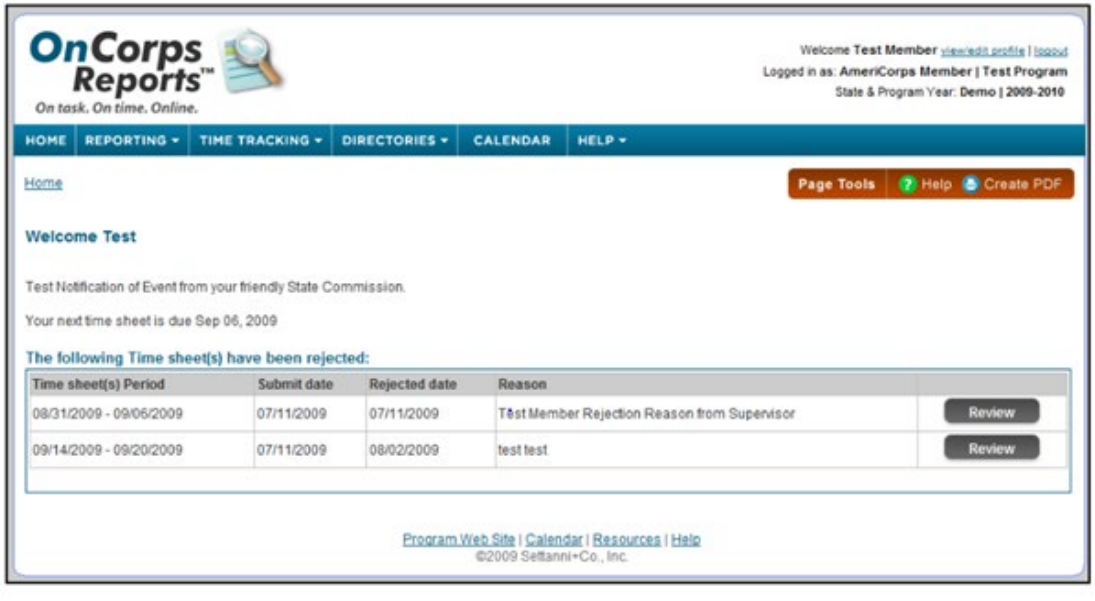
Home



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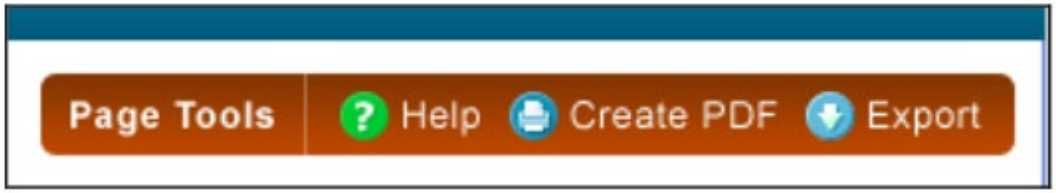
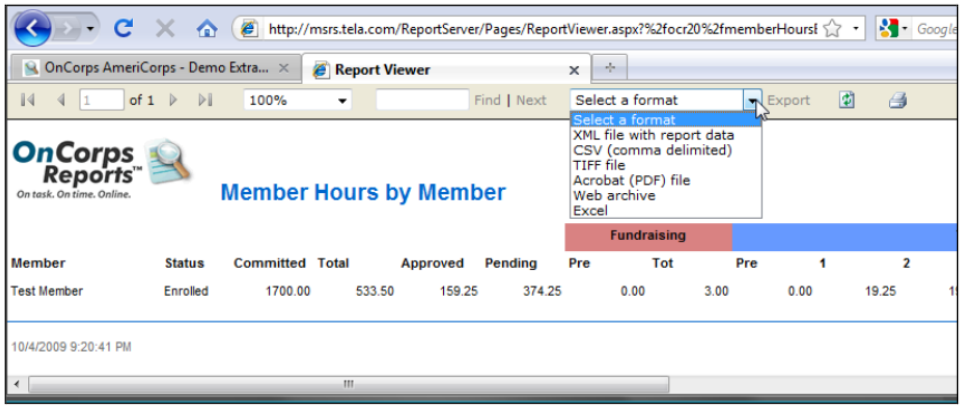
Page Tools Bar





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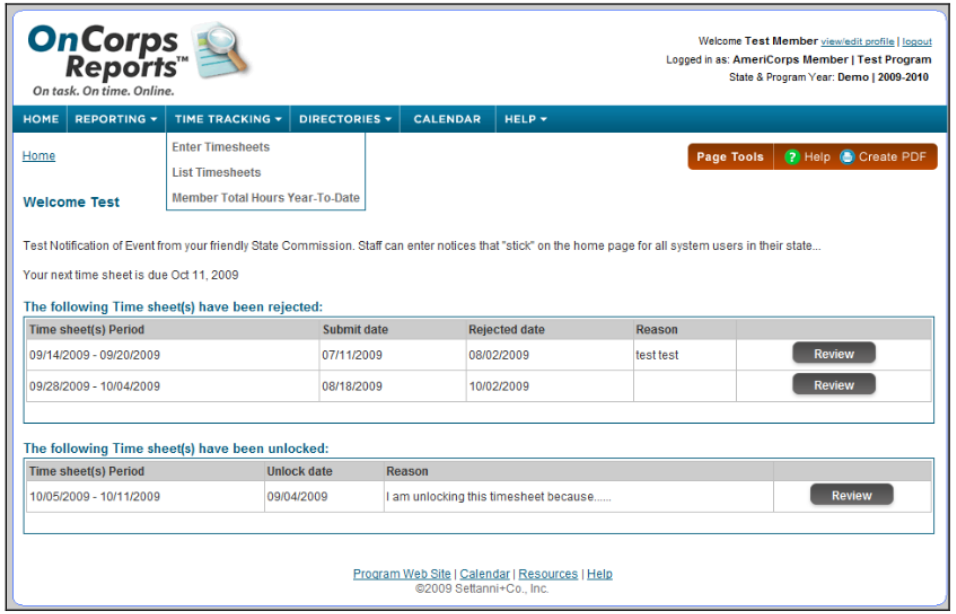
Time Tracking



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Time Tracking

- 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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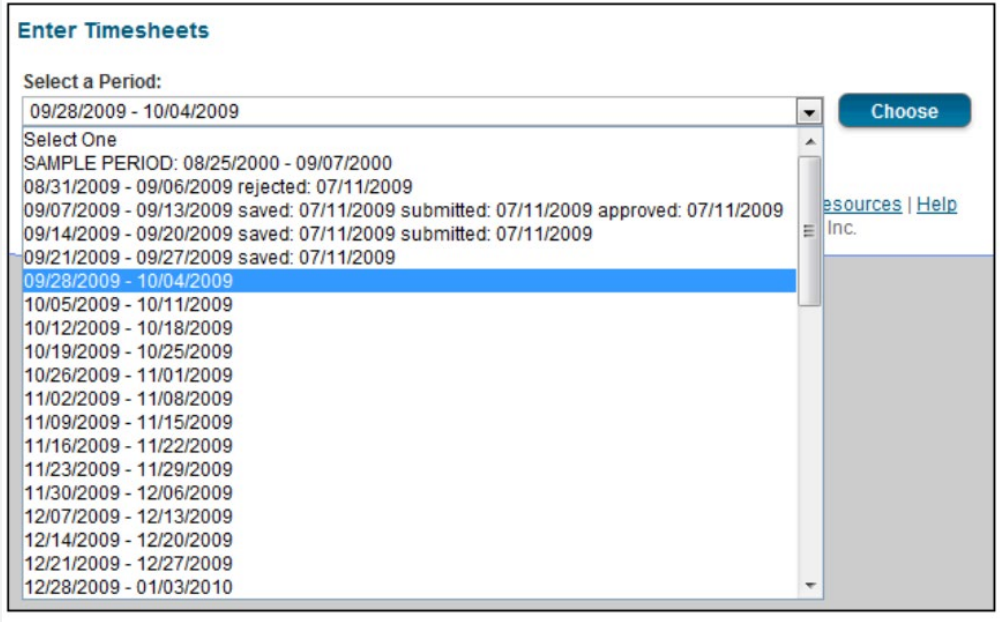
Enter Timesheets



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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.
- 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 (20% cap), Fundraising (10% cap)
- 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

- Based off your workplan. 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

- Travel time: please track and account for this under the project it supports.
  - 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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For Example

- Input training hours for Wednesday, September 7
- 8:30 – 11: 30 am RARE Sponsored Training
- 12:30 – 5:30pm RARE Sponsored Training
- Save!

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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. **Member should input hours served on a daily basis, saving often.**
- Member submits timesheet by **5th of month**. Timesheet is now locked, hours are “pending”.
- Supervisor(s) is notified by email and 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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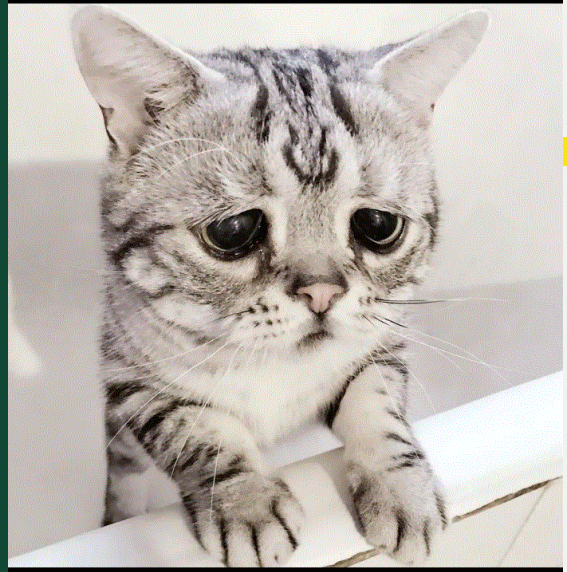
My face when



timesheets are late

When the timesheets are on time!

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Questions? Tips?

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Concur – UO Travel

- Concur is a web-based system the UO uses for all travel business.
- Members will use this system only for RARE sponsored travel, mostly trainings.
- Members will be required to submit pre-trip “requests” for each trip. We will provide you with a template for these requests that you will customize and then submit for approval.
- After you complete your travel you will turn your request into a post-trip “expense report”. Please contact us BEFORE you submit your expense report. We will review it for accuracy before you submit it.
- Once your expense report is submitted it will go through an extensive approval process. Assuming there are no issues along that approval path, you can expect to receive payment within 7-10 working days.

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Concur – UO Travel

- Mileage reimbursement = 62.5 cents per mile
- Must be a personally owned vehicle
  - Complete UO Driver Certification (web-based form) and Use of Personal Vehicle form
- We love carpooling!
  - Only the *owner of the vehicle* will be reimbursed for mileage
  - If you drive part of the way in your car and then ride as a passenger in someone else's car the rest of the way, we will reimburse you for the portion of the trip that *you drove in your own car.*
- Your mileage must be calculated from your work or home location, *whichever if closer to the destination.*
  - Use actual street addresses in Concur, using the built in Mileage Calculator

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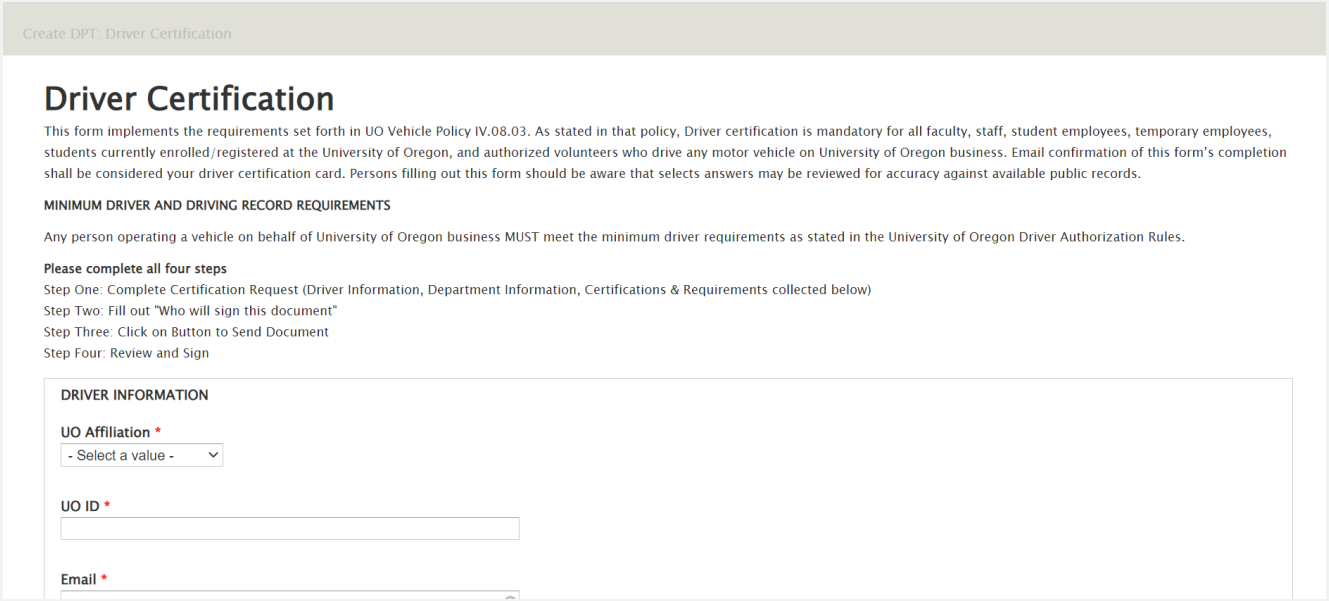
Driver Certification Form



Create DPT: Driver Certification

Driver Certification

This form implements the requirements set forth in UO Vehicle Policy IV.08.03. As stated in that policy, Driver certification is mandatory for all faculty, staff, student employees, temporary employees, students currently enrolled/registered at the University of Oregon, and authorized volunteers who drive any motor vehicle on University of Oregon business. Email confirmation of this form's completion shall be considered your driver certification card. Persons filling out this form should be aware that selects answers may be reviewed for accuracy against available public records.

MINIMUM DRIVER AND DRIVING RECORD REQUIREMENTS

Any person operating a vehicle on behalf of University of Oregon business MUST meet the minimum driver requirements as stated in the University of Oregon Driver Authorization Rules.

Please complete all four steps

Step One: Complete Certification Request (Driver Information, Department Information, Certifications & Requirements collected below)
Step Two: Fill out "Who will sign this document"
Step Three: Click on Button to Send Document
Step Four: Review and Sign

DRIVER INFORMATION

UO Affiliation *
- Select a value -

UO ID *

Email *

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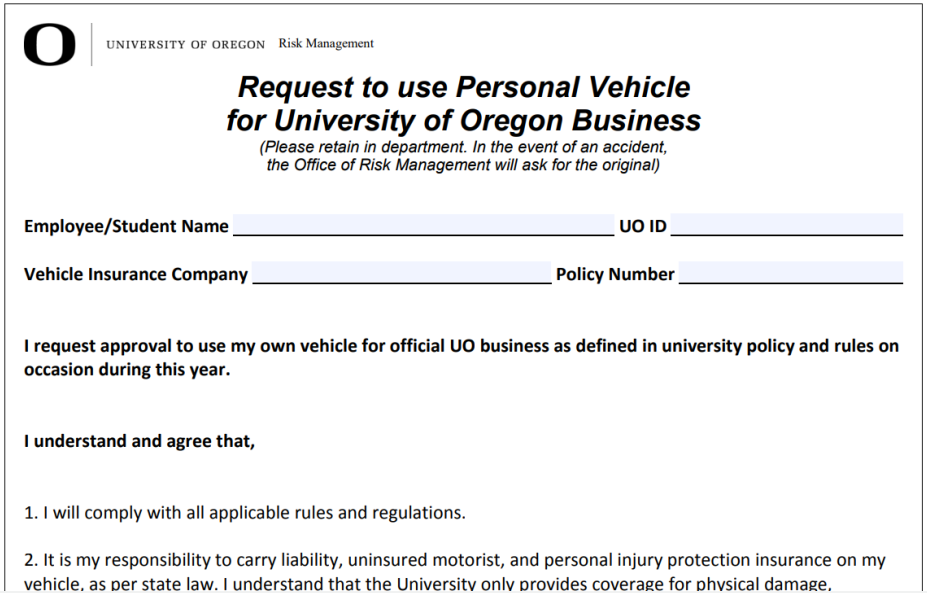
Personal Vehicle Use Form



UNIVERSITY OF OREGON Risk Management

Request to use Personal Vehicle for University of Oregon Business

(Please retain in department. In the event of an accident, the Office of Risk Management will ask for the original)

Employee/Student Name _____ **UO ID** _____

Vehicle Insurance Company _____ **Policy Number** _____

I request approval to use my own vehicle for official UO business as defined in university policy and rules on occasion during this year.

I understand and agree that,

1. I will comply with all applicable rules and regulations.

2. It is my responsibility to carry liability, uninsured motorist, and personal injury protection insurance on my vehicle, as per state law. I understand that the University only provides coverage for physical damage.

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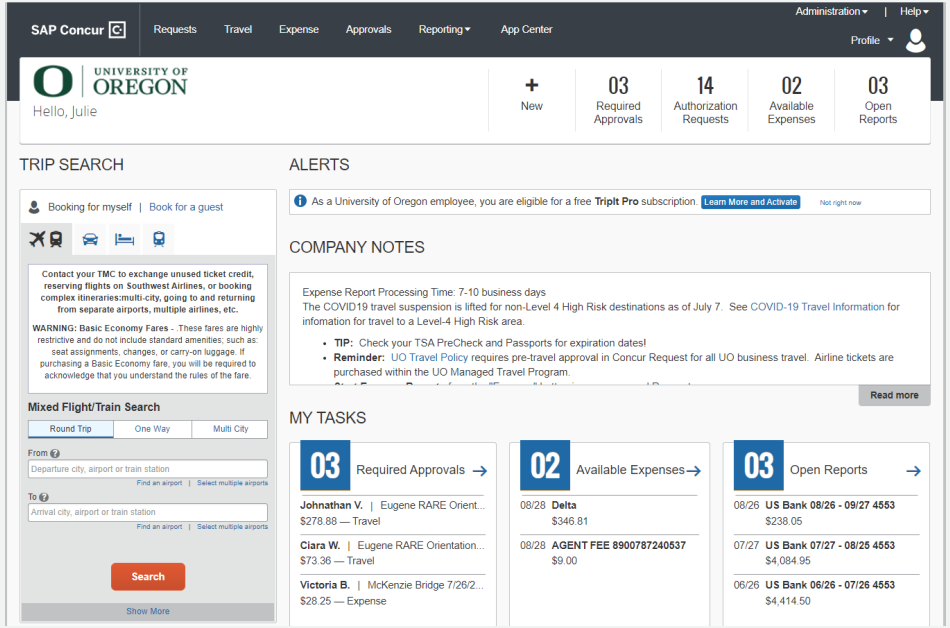
Concur – UO Travel

- Lodging
  - Provided during trainings (for those out of the area) so we
  - do not expect you to be out of pocket for any lodging costs
  - FAR AWAY FOLKS: it might be necessary for you to incur an additional night of lodging while in-transit. We will work with you if this is the case.
- Meals
  - Provided during our trainings
  - FAR AWAY FOLKS: Depending on the length of your travel to the training site, you may be eligible for a meal or two while in transit
    - Reimbursed at a per diem rate so you do not need to provide a receipt.
- Other expenses may be reimbursed IF, and only IF, you discuss it with, and get approval from, a RARE staff member ahead of time.

Concur – UO Travel



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