

Timesheets & Travel

Introduction to OnCorps and Concur



UNIVERSITY OF
OREGON



AmeriCorps

OnCorps

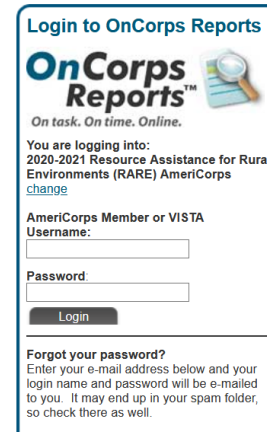
- Website for AmeriCorps programs to gather data for reporting
 - Timesheets
 - Quarterly Reports

Login Page

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.



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:

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.



UNIVERSITY OF
OREGON



Home

The screenshot shows the OnCorps Reports web application. At the top left is the logo "OnCorps Reports™" with the tagline "On task. On time. Online." and a magnifying glass icon. On the top right, it says "Welcome Test Member" with links for "view/edit profile" and "logout", and "Logged in as: AmeriCorps Member | Test Program" with "State & Program Year: Demo | 2009-2010". A blue navigation bar contains "HOME", "REPORTING", "TIME TRACKING", "DIRECTORIES", "CALENDAR", and "HELP". Below this is a "Home" link and a "Page Tools" bar with "Help" and "Create PDF" buttons. The main content area is titled "Welcome Test" and contains a notification: "Test Notification of Event from your friendly State Commission. Your next time sheet is due Sep 06, 2009." Below this, it states "The following Time sheet(s) have been rejected:" and displays a table with two rows of rejected time sheets. Each row has a "Review" button. At the bottom, there are links for "Program Web Site", "Calendar", "Resources", and "Help", along with the copyright notice "©2009 Sellanni+Co., Inc."

OnCorps Reports™
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](#) Page Tools Help Create PDF

Welcome Test

Test Notification of Event from your friendly State Commission.
Your next time sheet is due Sep 06, 2009

The following Time sheet(s) have been rejected:

Time sheet(s) Period	Submit date	Rejected date	Reason	
08/31/2009 - 09/06/2009	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

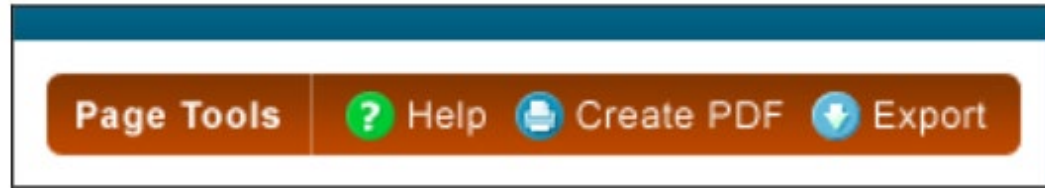
[Program Web Site](#) | [Calendar](#) | [Resources](#) | [Help](#)
©2009 Sellanni+Co., Inc.



UNIVERSITY OF
OREGON



Page Tools Bar



The screenshot shows a web browser window displaying a report titled "Member Hours by Member". The browser address bar shows the URL: <http://mrs.tela.com/ReportServer/Pages/ReportViewer.aspx?%2focr20%2fmemberHourst>. The report header includes the "OnCorps Reports" logo and the text "On task. On time. Online." The main content is a table with columns for Member, Status, Committed, Total, Approved, Pending, Pre, Tot, Pre, 1, and 2. The table has one data row for "Test Member" with the following values: Enrolled, 1700.00, 533.50, 159.25, 374.25, 0.00, 3.00, 0.00, 19.25, and 1. An "Export" button is visible in the top right corner of the report area, and a dropdown menu is open, showing options: "Select a format", "XML file with report data", "CSV (comma delimited)", "TIFF file", "Acrobat (PDF) file", "Web archive", and "Excel".

Member	Status	Committed	Total	Approved	Pending	Pre	Tot	Pre	1	2
Test Member	Enrolled	1700.00	533.50	159.25	374.25	0.00	3.00	0.00	19.25	1

10/4/2009 9:20:41 PM



UNIVERSITY OF
OREGON



Time Tracking

OnCorps Reports™
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](#)
©2009 Settanni+Co., Inc.



UNIVERSITY OF
OREGON



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



UNIVERSITY OF
OREGON



Enter Timesheets

Enter Timesheets

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 [Resources](#) | [Help](#)

09/14/2009 - 09/20/2009 saved: 07/11/2009 submitted: 07/11/2009 Inc.

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



UNIVERSITY OF
OREGON



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.



UNIVERSITY OF
OREGON



AmeriCorps

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



UNIVERSITY OF
OREGON



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



UNIVERSITY OF
OREGON



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.



UNIVERSITY OF
OREGON



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!



UNIVERSITY OF
OREGON



AmeriCorps

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.



UNIVERSITY OF
OREGON



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.



UNIVERSITY OF
OREGON



My face when



timesheets are late

When the timesheets are on time!



UNIVERSITY OF
OREGON



AmeriCorps

Questions? Tips?



UNIVERSITY OF
OREGON



AmeriCorps

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.



UNIVERSITY OF
OREGON



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 is closer to the destination*.
 - Use actual street addresses in Concur, using the built in Mileage Calculator



UNIVERSITY OF
OREGON



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 selected 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 *



UNIVERSITY OF
OREGON



AmeriCorps

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.



UNIVERSITY OF
OREGON



AmeriCorps

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.



UNIVERSITY OF
OREGON



Concur – UO Travel

SAP Concur | Requests | Travel | Expense | Approvals | Reporting | App Center | Administration | Help

UNIVERSITY OF OREGON | Hello, Julie | Profile |

+ New | **03 Required Approvals** | **14 Authorization Requests** | **02 Available Expenses** | **03 Open Reports**

TRIP SEARCH

Booking for myself | Book for a guest

Contact your TMC to exchange unused ticket credit, reserving flights on Southwest Airlines, or booking complex itineraries: multi-city, going to and returning from separate airports, multiple airlines, etc.

WARNING: Basic Economy Fares - These fares are highly restrictive and do not include standard amenities, such as seat assignments, changes, or carry-on luggage. If purchasing a Basic Economy fare, you will be required to acknowledge that you understand the rules of the fare.

Mixed Flight/Train Search

Round Trip | One Way | Multi City

From Departure city, airport or train station Find an airport | Select multiple airports

To Arrival city, airport or train station Find an airport | Select multiple airports

Search

[Show More](#)

ALERTS

As a University of Oregon employee, you are eligible for a free **Tript Pro** subscription. [Learn More and Activate](#) Not right now

COMPANY NOTES

Expense Report Processing Time: 7-10 business days
The COVID-19 travel suspension is lifted for non-Level 4 High Risk destinations as of July 7. See [COVID-19 Travel Information](#) for information for travel to a Level-4 High Risk area.

- TIP:** Check your TSA PreCheck and Passports for expiration dates!
- Reminder:** UO Travel Policy requires pre-travel approval in Concur Request for all UO business travel. Airline tickets are purchased within the UO Managed Travel Program.

[Read more](#)

MY TASKS

03 Required Approvals → Johnathan V. Eugene RARE Orient... \$278.88 — Travel	02 Available Expenses → 08/28 Delta \$346.81	03 Open Reports → 08/26 US Bank 08/26 - 09/27 4553 \$238.05
Clara W. Eugene RARE Orientation... \$73.36 — Travel	08/28 AGENT FEE 8900787240537 \$9.00	07/27 US Bank 07/27 - 08/26 4553 \$4,084.95
Victoria B. McKenzie Bridge 7/26/2... \$28.25 — Expense		06/26 US Bank 06/26 - 07/26 4553 \$4,414.50



UNIVERSITY OF OREGON



Questions? Tips?



UNIVERSITY OF
OREGON

