why we need you to submit time sheets

Timesheets are essential in documenting service hours and are key in determining eligibility for an education award.

logging in to your private member space page

To log into the Network, visit our America Learns Network site and enter your username and password on the home page.

Site address: http://americalearns.net/wrc
Your username: the e-mail address you shared with us
Your password: your first name

Your Private Member Space Page
After you log in, you'll be taken your private Member Space page where you can:
- Submit your time sheets; and
- Change your username and password.

really important: changing your password

It's really important to customize your password. Once you log in:

1. On the left hand side of the page, click Update e-mail address, password & privacy settings;

2. Click Change password;

3. Enter your new password.
4. Click Update.

Once you’re logged in, on the left side of the page, click My Time Sheets.

On the right, you’ll see several sections. Here’s an explanation of each one.

**Your Time Sheet Period**
This drop-down menu lists the current program year.

**Where You’re At**
This section provides you with a summary of your approved hours and pending hours. Pending hours are ones that you have submitted for approval but have not yet been approved.

You’ll also see a summary of the number of hours you still need to serve in order to earn your Education Award, along with the number of weeks you have to earn those hours.

**View Submitted Sheets**
This section provides you with access to any approved and pending sheets that you’ve submitted. This section does not list sheets that have been rejected (see “Edit and Resubmit Time Sheets” below).

**Submit Time Sheets**
This section contains a list of any time sheets that you need to submit.

**Edit and Resubmit Time Sheets**
This section lists any sheets that have been returned to you.
You can use computers, iPhones, iPads, Android phones, or Android tablets to submit your time sheets. Here’s how:

1. In the **Submit Time Sheets** section, click the hyperlink for a sheet that you haven’t yet submitted.

2. The next page displays the time sheet. For each day, select the service site that you served at (or were supposed to service at).

   Do this by clicking the service site in the “Available” column and then clicking the arrow to move it to the “Selected” column.

   After you identify your service sites, a hyperlink that reads **Update** will appear. **Click it.**

3. When you click **Update**, the time sheet for that day will appear.

   **If you did not serve that day:**
   - Click the “I did not serve.” checkbox.
   - Then, in the drop-down menu below that checkbox, identify the reason you did not serve.
   - Reason could be: Not Scheduled to Service, Approved absence, Self/Family Illness, Holiday or Admin Hold.
If you did serve that day:

- Use the drop-down menus to note when you arrived at the service site (Time In) and the time you left (Time Out). (If you left the service site in the middle of the day and then came back, identify the final time you left the service site that day.)

- You’ll then see one or more drop-down menus that you’ll use to share how you spent your time during the “Time In” and “Time Out” period. (Service, Training or Fundraising)

- At the very bottom of the form for that day, you’ll see a summary of hours you won’t receive credit for and hours you will receive credit for.
  
  - **Hours you won’t receive credit for**
    - These are hours that you did not account for in the drop-down menus above.

  - **Hours you will receive credit for**
    - These are hours that you accounted for in the drop-down menus above.

- At the bottom of the form for each day, you’ll also see a series of links that asks you to account for any hours you didn’t spend serving. For the WRC this could be lunch, approved absence or split shift.
saving sheets

Below each day, you’ll see a link that reads **Save**. Click that link to either:

1. Save your work and continue working; or to
2. Save your work and come back to the sheet later.
3. There will be no text box for WRC members.

submitting sheets

To submit a sheet, just enter your name at the bottom of the page and click the button that reads, “**Authorize and Submit to Your Supervisor for Approval**.”

resubmitting sheets

You’ll receive an e-mail whenever your supervisor returns a sheet to you. If you do not have an e-mail account, you can still learn if you have a sheet to resubmit by following these steps:

1. At the bottom your Time Sheets page, see the section called **Edit and Resubmit Time Sheets**.

   If you need to resubmit a sheet, you’ll see a link to it, along with a note from your supervisor about what needs to be changed.

2. Click the link to open your sheet, update what’s needed, and resubmit it.