América Learns
Guidance for Supervisors - Screening Sheets for Washington Reading Corps

Please follow these instructions to screen members' time sheets.

Washington Reading Corps Contact for Support:

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receive e-mail notifications when members submit sheets

Whenever a member submits or resubmits a time sheet, you will receive an instant e-mail that informs you of the submission.

logging in to screen a time sheet

After you receive a notification e-mail, log into the Network.

1. Go to http://americalearns.net/wrc

2. Enter your username and password.
First time login: email/first name

Please change password after initial login

entering the screening area and beginning the screening process

Once you’ve logged in:

1. On the left, click Manage, View & Screen Time Sheets.

2. On the right, select Individual member data.

3. On the next page, select the current Time Sheet Template from the drop-down menu WRC 2014-15
4. Then, click the checkbox next to the text that reads, **Narrow by Service Site**. The service site(s) that you supervise will be displayed. (Example below)

![Optional: Narrow by Site](image)

5. Now, decide whose time sheets you’d like to review by clicking one of the following links in the **Member Selection** area:
   - Display all relevant members below.
   - Display relevant members with pending sheets.

When you log in to screen sheets, click the second link. It will make the process far more efficient for you.

6. When you select “**Display relevant members with pending sheets**” the screen will display a list of members whose sheets need to be reviewed. (Example below)

![Member Selection](image)

7. Click the name of a member.

8. The **Time Sheet Summary** page that opens will provide you with everything you need to know about this member:
   - **“Where [Member Name] is At”**
     Summarizes their approved and pending hours and lets you know how many hours they still have to accrue in order to successfully meet their service term (1700 hours).
   - **Time Sheets Pending Approval**
     This section will list any sheets that need to be approved by you or by another supervisor at your service site.
   - **Sheets That Need to Be Submitted**
     Lists any launched sheets that the member has not yet submitted, along with any rejected sheets that the member has not yet resubmitted.
   - **Approved Sheets**
     Lists any approved sheets.
9. To review a pending sheet, click the sheet’s Screen link.

10. On the next page, you’ll see:
    - A day-by-day breakdown of the time the member logged for your service site
    - A section called Totals for This Period that totals all of the hours for the period.
    - A section called Audit Trail that tracks all of the actions that have been taken on the sheet.
    - A section called Action where you can approve or return the sheet.

11. To Approve a sheet:
    - At the bottom of the page, select “I approve this time sheet. All of the information is accurate.”
    - Enter your name at the bottom of the page.
    - Click Submit.
    - Washington Reading Corps staff will be informed of your approval.

12. To Return a sheet:
    - At the bottom of the page, select "I do not approve this time sheet for the following reasons."
    - In the text box, describe the specific reasons for returning the sheet. The member will see this text and will use it to figure out what they need to correct. If you’re not specific here, you’re setting yourself up for lots of back-and-forths and frustration for both you and the member.
    - Enter your name at the bottom of the page.
    - Click Submit.
    - Washington Reading Corps staff will be informed of your decision.
    - You’ll receive an e-mail when the member resubmits the sheet.

Important Note: Members have the option to select from a drop-down menu to select split shift when they are accounting for hours that they will not receive credit for on any given day. The split shift option is for programs that require a member to serve two different periods of time in the same given day. This option will cover the time away mid-day. **Example would be:** Member is coming in at 8AM to build a curriculum for a literacy event later in that same day and they leave 10AM. They return at 5PM and hold the event until 9PM. In this case member would use the option of ‘split shift’. They would choose this option for the 7 hours that they did not serve mid-day.

If you have additional questions around this, please contact your assigned WSC Program Coordinator.