

# AMERICA LEARNS

Guidance for Participants

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Please follow these instructions for submitting time sheets.

## Mississippi College Corps Contact (Primary Line of Support)

- **Name:** LaTanya Dixon
  - **Phone:** 662-915-2006
  - **E-mail:** lldixon1@olemiss.edu
  - **Office:** 229 Hume Hall
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## why we need you to submit time sheets

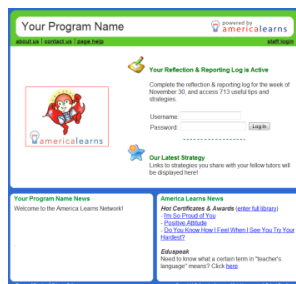
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It's so important to us that each of our participants spend as much time as possible focused on our mission, and as little time as possible on the required administrative paperwork that comes with being an AmeriCorps member. One of the administrative requirements of AmeriCorps is timesheets. Timesheets help us and the government make sure that you're meeting your service commitment in terms of hours served.

We evaluated a number of options while looking for the best way to track time, and ultimately decided to invest in a system that's focused on speed, accuracy, and convenience. The system is not only easy for you to use, but gives

## logging in to your private participant space page

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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/umcollegecorps>  
**Your username:** the e-mail address you shared with us  
**Your password:** your first name (no spaces)

### *Your Private Participant Space Page*

After you log in, you'll be taken your private Participant Space page where you can:

- Submit your time sheets; and
- Change your username and password.

## really important: changing your password

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

1. On the left hand side of the page, click **Update Account & Privacy Settings**;
2. Click **Change password**;
3. Enter your new password.
4. Click **Update**.

## your time sheet area

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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 our current program year.

### **Where You Are**

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 yo

## completing sheets

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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.

## Submit Time Sheets

[May 9, 2011 - May 15, 2011](#)  
(continue saved sheet)

New time sheets launch at 12:01 AM U.S. Pacific.

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

**Monday, May 09, 2011**

Sites you served at this day:

Available	Selected
Crow Tribal Health	Head Start
Montana Migrant Council	
Silicon Valley	
Teen Creations	
United Way Discover Zone	

[Update](#)

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.

**Head Start on Monday, May 09, 2011**

I did not serve.

Here's why: [Please Select One Reason](#)

Time In: [select](#)

Time Out: [select](#)

### 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.
- To the right of each drop-down menu that you enter time into, enter a brief-but-detailed description of how you spent your time. Note that your time sheet may be returned if your description is not detailed sufficiently.

### **Good Descriptions**

1. Visited Magnolia Manor to talk with residents about transition. Visited consumer to deliver medical supplies. Spoke with IL about wheelchair ramp assessment. Spoke with consumer about home modification.
2. Updated resource manual. Contacted agencies about health care information. Spoke with consumer about transition and supplies.

### **Bad Descriptions That Will Be Sent Back to You, Causing More Work for You, Your Supervisor, and Mississippi College Corps Staff.**

1. Taught kids
  2. Stocked shelves
- 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 text box that asks you to account for any hours you didn't spend serving.



## Complete a Sheet

Here is the process for completing and submitting time sheets:

### ✓ Submit Your Sheet with Accompaniment

- **Totals for the Period**, at the bottom of the sheet, summarizes all of your hours. **Review it** to make sure you've recorded everything.
- When everything checks out, sign your sheet at the bottom in the **Authorize and Submit** section.
- If you require **Accompaniment** details enter those before submitting your sheet.
- Once you're ready, click the **Authorize and Submit** button.

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Totals for the Period	
Service	22.5 hours
Training	0 hours
Fundraising	0 hours
Total Time to Receive Credit For:	22.5 hours

**Authorize and Submit**

Once you've entered your hours, please enter your full name below, and then click the button that reads, "Authorize & Send to Your Supervisor for Approval."

Enter your name in the same way that it's recorded in the America Learns Network (Wally Copy). This serves as an electronic signature.

Wally Copy

Your background check has not yet cleared. In the box below, please record the days, times, full names and position titles of the individuals who accompanied you.

I was accompanied by Mrs. Alicia Martin, teacher, on Wednesday - Friday from 8am - 4pm (excepting lunches).

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.

**Edit and Resubmit Time Sheets**

[May 16, 2011 - May 29, 2011](#)

**From Caitlin Barrett**  
Please account for the training session you attended on Tuesday the 16th.