



# Grants Management Systems

Day One – Part III

July 13, 2020

# Grants Management Systems

- **DISCLAIMER:** We will cover A LOT in this session. But...
  - The slides and recording will be posted on our website for you to review at any time 😊
- Your Program Officer is also a great resource!



# eGrants & OnCorps



eGrants/My AmeriCorps (Required)	OnCorps (Required)
Submit Initial Grant Application & Budget Request	*ServeOhio Creates initial Program Account*
Create Service Opportunities	Update Program Information
Recruit and Invite Members to Apply	Create Program Director & Site Supervisor Accounts
Accept or Decline Applications	Enter Service Sites
Invite Members to Apply/Accept Service Opportunity	Select Timesheet Style & Set Dates (cannot change during the year)
Enter Operational Site Information	Members submit Timesheets for Direct Service & Training/Professional Development Activities according to schedule set by program
Enter Service Site(s) Information	Approve Member Timesheets & ensure Members have an accurate count of service completed
Member Enrollment (see flow chart on <a href="#">ServeOhio Website</a> for process)	Enroll Members & Create Member Accounts (only after enrollment in eGrants)
Select Member's Primary Service Site	<b>FISCAL REPORTING:</b> Input Budget from eGrants, Submit PERs, and Budget Modification(s)
Create Member Service Changes (with approval from ServeOhio)	<b>PERFORMANCE MEASURES:</b> Enter Performance Measures & Submit Quarterly GPRs
Exit Members (if early exit, with approval from ServeOhio)	Create Member Service Changes (with approval from ServeOhio)
	Exit Members (if early exit, with approval from ServeOhio)
	<b>OPTIONAL:</b> Members can submit Great Stories, Volunteer Mobilization, Civic Engagement, and various other reports

[www.egrants.cns.gov](http://www.egrants.cns.gov)

[www.oh.oncorpsreports.com](http://www.oh.oncorpsreports.com)



# eGrants

- Official legal documentation of grant and member service
- Commission role
  - Create & approve grant opportunities
  - Monitor enrollment & exit
- Sub-grantee role (you!)
  - Apply/Submit grant applications
  - Create service opportunities
  - Invite members to serve
  - Enroll members & exit members
- Member role
  - Apply to serve with your program or complete invitation to serve & verify eligibility information
  - Access education award after successful completion via [My.AmeriCorps.gov](https://www.MyAmeriCorps.gov)





# OnCorps

- Program Management system that tracks:
  - Budget & Financial spending
  - Member service hours
  - Performance Measure progress
  - You have the ability to create forms and have members submit reports too!





# OnCorps

- There are 3 primary account types
  - Program Managers, Site Supervisors & Members
- Program Director vs. Site Supervisor accounts
  - All Program Officers have PD accounts to support TTA
- Member Accounts
  - Submit timesheets for approval
  - Create and submit programmatic reports
- Timesheet set up – covered tomorrow!



# OnCorps - GPR Reporting

- Grantee Progress Reports (GPR)
- The data you share is cumulative; always enter new data
- Performance measures entered first (see [OAST](#) section 6 for Due Dates)
- Mid-year and End of Year reports to demonstrate progress
  - Data collection
  - Narratives



# OnCorps - Fiscal Reporting

- Enter eGrants approved budget
- Submit Periodic Expense Reports (PER) (see [OAST](#) section 6 for Due Dates)
- Budget Modifications
  - If moving money between line items exceeds 10%
- Track Match



# Timing of Enrollment & Exit of Members

- Enrollment
  - eGrants first (within the first 8 days of service)
  - OnCorps second (within the first 15 days of service)
- Exit
  - OnCorps first (within 15 days after the member's last day)
  - eGrants second (within 15 days after the member's last day)

# Questions



# eGrants and OnCorps Practice!



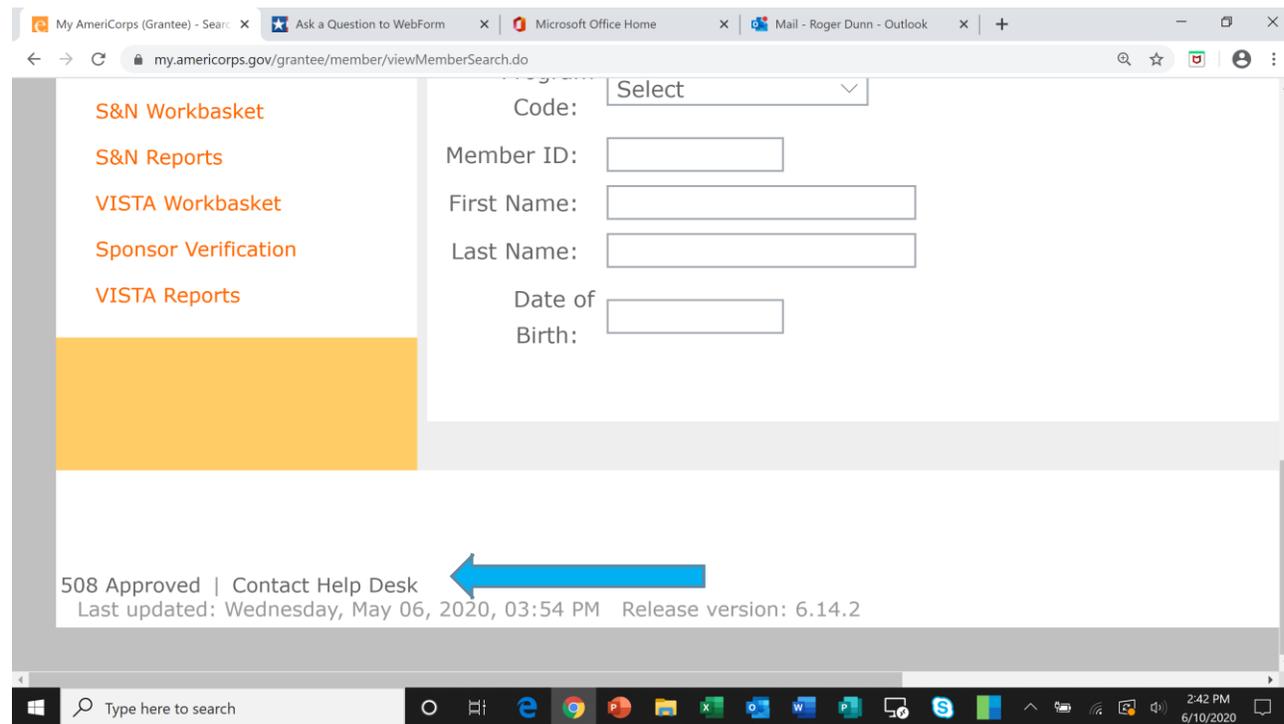
[eGrants Training & Technical Support  
https://egrants.cns.gov/espan/main/login.jsp](https://egrants.cns.gov/espan/main/login.jsp)  
<https://oh.oncorpsreports.com/>



# eGrants Practice

## A Few Points to Consider

- eGrants is not the most user-friendly system
- If you get stuck, you can reach out to the eGrants Help Desk – you can find the help desk contact information by clicking on the link at the bottom left of any eGrants screen

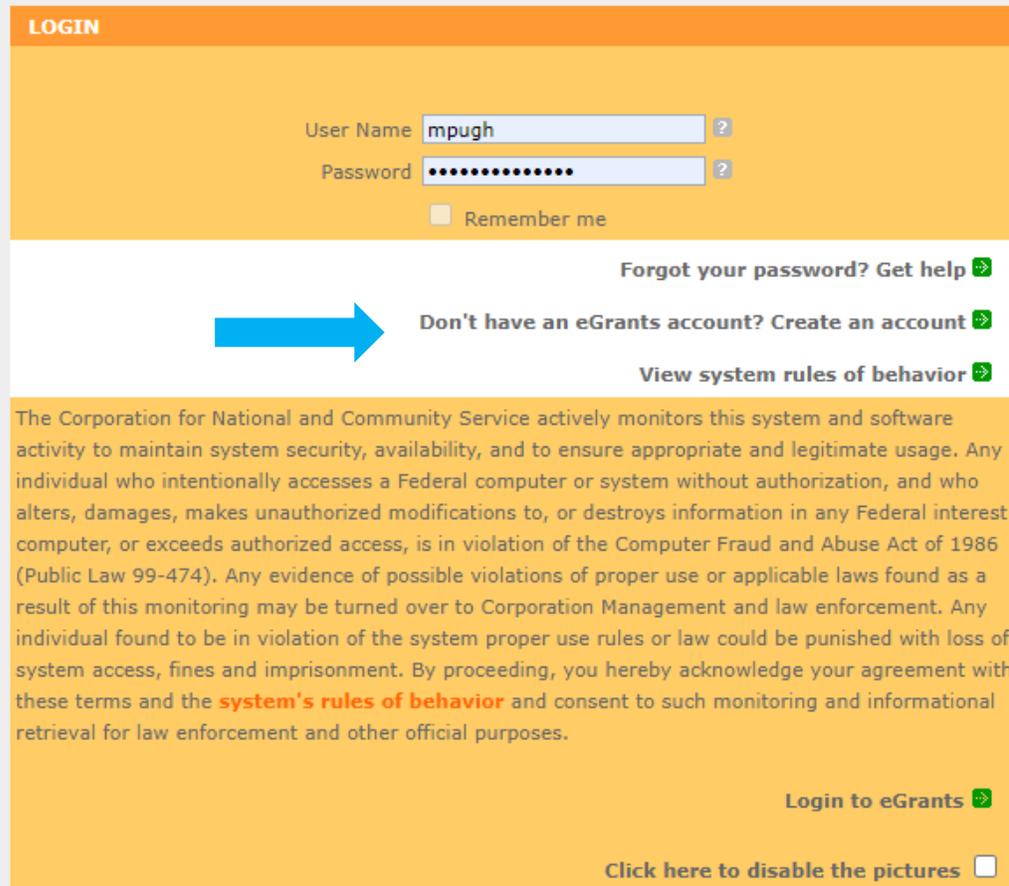




# eGrants Practice!

- Login to [eGrants](#) portal
- If you do not have an account already, you will need to create one

eGRANTS

A screenshot of the eGrants login page. The page has an orange header with the word 'eGRANTS' in white. Below the header is a white box containing the login form. The form has a title 'LOGIN' in orange. It includes two input fields: 'User Name' with the text 'mpugh' and a question mark icon, and 'Password' with a masked password '.....' and a question mark icon. Below the password field is a checkbox labeled 'Remember me'. To the right of the form are three links: 'Forgot your password? Get help', 'Don't have an eGrants account? Create an account', and 'View system rules of behavior'. Below these links is a large block of text in orange containing a disclaimer about system security and usage. At the bottom of the page are two more links: 'Login to eGrants' and 'Click here to disable the pictures'. A blue arrow points from the 'Don't have an eGrants account? Create an account' link to the left, and another blue arrow points from the 'Login to eGrants' link to the right.



- If you are creating a new account, you will need a few pieces of information
- After you select: **Create a Grantee Account**
  - Select: **This is my first time. I want to create a new account**
  - Complete the information pictured on the right
  - **Note:** There are multiple pages of information to submit.
- There are a variety of levels of access, you and your agency can determine the best level

Welcome Guest | Become a Grant Applicant

cancel save next

Create New Profile Menu

- Login Information
- Rules of Behavior
- Enter EIN#
- Select an Organization
- Organization Information
- Indirect Cost Rate
- Grantee Phone Numbers
- Review and Submit

**Login Information**

Please enter your login information. Enter your name exactly as it appears on your government-issued identification. All questions marked with an asterisk (\*) are required.

Both first name and last name are required

Prefix:

Preferred Name:

\* First Name:

Middle Name:

\* Last Name:

Suffix:

You must select a username

\* User Name:  (ex: rsmith, rsmith2004)

\* New Password:

\* Retype New Password:

\* Password Question:

\* Password Answer:

\* Email:

\* Retype e-mail:

508 Approved | Contact Help Desk | enable the pictures  
Release version: 7.0

cancel save next



# Portal Home Page



The **Portal Home** link brings you to your eGrants home page.

The menu on the left provides links to manage the grants, sites, and members within your program.



7/10/2019, 08:23 AM, EDT

home my account help logoff

Corporation for NATIONAL & COMMUNITY SERVICE

## eGRANTS

Welcome Roger

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- SSN & Citizenship Status
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket**
- S&N Reports
- WISTA Workbasket

**Workbasket**

Pending Applications Pending Invitations Pending Enrollments Group Enrollments Status Change Requests Pending Exits

No matches

Your search returned 0 results.

Applicant	Listing	Date Submitted	Status	Date Available
-----------	---------	----------------	--------	----------------

Your home page displays workbasket tabs. Each tab displays a list of actions awaiting completion.

This will help you to know where a member is in the pipeline of application, enrollment, and exit.





# Searching for your Program

The screenshot shows the eGrants program search page. At the top left, the date and time are 7/10/2019, 08:37 AM, EDT. The page title is "eGRANTS" and the user is logged in as Roger. The left sidebar contains a menu with "Manage Programs" highlighted. The main content area is titled "Program Search" and contains a "Program Search Attributes" section. This section has a search instruction: "To search for a program use the fields below and click the search button." There are three input fields: "Program Year" (set to 2009), "Program Name" (set to "YWCA AmeriCorps Program - AmeriCorps\*State"), and "Program Code" (with a dropdown menu open showing a list of codes, including "09ACHMA0010001" which is highlighted). A "search" button is located at the bottom right of the search fields. Three blue arrows point to the "Program Year" dropdown, the "Program Name" dropdown, and the "Program Code" dropdown menu.

Click on **Manage Programs** in the menu to the left, then enter the program year and program name. You will usually be able to find your program with just this information however, if you have your program code enter that as well. Click on search.

\*Your program code will be your grant number which is a 14-digit number and can be found on your Notice of Grant Award.



## eGRANTS

Welcome Meredith

### Program Search

#### Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- SSN & Citizenship Status
- Manage Events
- Manage Programs**
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- Sponsor Verification
- VISTA Reports

#### Program Search Results

Results 1 Through 1

Your search returned 1 results.

Grant Number ▶	Project Title ▶	Program Year ▶	City ▶	State ▶
[REDACTED]	<a href="#">YWCA Columbus</a>	2009	Columbus	OH

The results should show your Program for the specific program year. Click on the highlighted **Project Title** to get to the Program Information screen.





# Program Information Screen

The screenshot shows the eGRANTS interface. At the top left is the logo for the Corporation for National & Community Service. Below it, the word "eGRANTS" is displayed. A navigation menu on the left includes sections for "Welcome Meredith", "Portal Home", "Manage Programs", and "Program Information". The "Program Information" section is expanded, showing "Program: YWCA Columbus - 2009" and a list of links: "Program Info", "Service Location Info", "Slot Info", "Slot Conversion", "Refill Slot Conversion", and "Slot Transfer". The main content area is titled "View Operating Site" and contains "Operating Site Information" with fields for Program Year (2009), Operating Site Name (YWCA Columbus), Operating Site Code, Contact Name, Contact Address, Contact Email, Contact Phone, Budget Period, and Enrollment Period (08/01/2009 - 08/31/2010). A large black redaction box covers the Contact Name, Contact Address, Contact Email, and Contact Phone fields. A blue arrow points from the "Program Information" section to the "Operating Site Information" section. Another blue arrow points from the "Operating Site Information" section to a text box on the right. A third blue arrow points from the "Operating Site Information" section to another text box on the right. The text boxes contain the following text:

Information about your operating site and the ability to edit your operating site information.

The **Program Information** links provide quick access to perform other grant-related functions and are specific to the program listed.



# Viewing Service Sites

**eGRANTS**

Welcome Meredith

**View Operating Site**

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- SSN & Citizenship Status
- Manage Events
- Manage Programs**
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- Sponsor Verification
- VISTA Reports

**Operating Site Information**

[Click here for help.](#)

Program Year: 2009  
Operating Site Name: YWCA Columbus  
Operating Site Code: [REDACTED]  
Contact Name: [REDACTED]  
Contact Address: [REDACTED]  
Contact Email: [REDACTED]  
Contact Phone: [REDACTED]  
Budget Period: [REDACTED]  
Enrollment Period: 08/01/2009 - 08/31/2010

[Edit Operating Site](#)  
[View Service Locations](#)  
[View Members](#)

**Program Information**

Program:  
YWCA Columbus - 2009  
[REDACTED]

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

There are two links that will allow you to **view your service** or host site locations.



# Viewing Service Site Information

**eGRANTS**

Welcome Meredith

**View Service Locations**

**Service Location Results**

To search for a service location use the fields below and click the search button.

Results 1 Through 3 Your search returned 3 results.

Name ▾	City ▾	State ▾	Zip ▾
[REDACTED]	Columbus	OH	43215 -4314
[REDACTED]	Columbus	OH	43215 -4314
[REDACTED]	Columbus	OH	43215 -4314

[create](#)

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- SSN & Citizenship Status
- Manage Events
- Manage Programs**
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- SSN Workbasket
- SSN Reports
- VISTA Workbasket
- Sponsor Verification
- VISTA Reports

**Program Information**

Program:  
YWCA Columbus - 2009  
[REDACTED]

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

You will be able to view your service sites from this page. Depending on how many service sites you have they may be located on multiple pages. To view click on the individual site.



# Viewing Service Site Information

**eGRANTS**

Welcome Meredith

**View Service Location**

**Service Location Information**

Click here for help.

Program: [YWCA Columbus](#)  
Program Year: 2009  
NCES ID :  
Service Location Name:  
Contact Name:  
Street Address:  
City:  
State:  
Zip:  
Email:  
Status: Active

back edit

The status will tell you if the site is an active or inactive service site and you may change it as needed in the edit function.

You will be able to view site information.

You will also be able to edit site information.



# Creating a New Service Site

**eGRANTS**

Welcome Meredith

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- SSN & Citizenship Status
- Manage Events
- Manage Programs**
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- SSN Workbasket
- SSN Reports
- VISTA Workbasket
- Sponsor Verification
- VISTA Reports

**Program Information**

Program:  
YWCA Columbus - 2009

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

**View Service Locations**

**Service Location Results**

To search for a service location use the fields below and click the search button.

Results 1 Through 3

Your search returned 3 results.

Name ▾	City ▾	State ▾	Zip ▾
[REDACTED]	Columbus	OH	43215 -4314
[REDACTED]	Columbus	OH	43215 -4314
[REDACTED]	Columbus	OH	43215 -4314

[create](#)

If you need to create a new service site, you click on the **create** tab.



# Creating a New Service Site

**eGRANTS**

Welcome Meredith

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- SSN & Citizenship Status
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- Sponsor Verification
- VISTA Reports

**Edit Service Location**

**Service Location Information**

Please fill out all required(\*) fields.  
[Click here for help.](#)

Is this a K-12 school?  yes  no

NCES School ID   Press "Go" to search for the NCES School ID.

Do not know the NCES School ID? Click on the following link: <http://nces.ed.gov/globallocator/>

Program: [YWCA Columbus](#)

Program Year: 2009

\* Status:

\* Service Location Name:

Contact Name:

Contact Email:

\* Street Address1:

Street Address2:

\* City:

\* State:

\* Zip:  -

Fill in the required information and then click **save**.

# Questions





# OnCorps Practice

- Login to [OnCorps](#) portal
- If you do not have an account, ask your Program Director to create one
- If you are a brand-new program, your Program Officer will create your initial account & send login information to you
  - You will be prompted to change your password after initial login



#### Recommended Browsers:

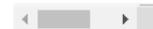
- Google Chrome
- Mozilla Firefox
- Internet Explorer Users - You may need to use compatibility mode for the menus, and exportable reports to load. Some information on how to turn that on can be found [here](#).

#### Follow us on Social Media

For up-to-the minute information, including new features and weekly Webinar announcements, LIKE or FOLLOW us!

[Facebook](#)

Follow @oncorpsreports



#### Log in to your account

Please select your program year:

The Def now 2 select th

Select One

Year is sure to ar to log

2019-2020

2018-2019

2017-2018

2016-2017

2015-2016

2014-2015

2013-2014

2012-2013

2011-2012

2010-2011

2009-2010

ARRA 2009-10 PY

2008-2009

2007-2008

nd

Custom Training

To schedule a demo or custom training, or to access existing webinars and videos, please contact our support desk



# OnCorps Login

Scroll to find your program in the list. Click **Program Director** or **Site Supervisor** to Login.



## Participating Programs : 2020-2021



AmeriCorps Career Coaches #18AFH-1502-20-OC124  
[Program Director](#)  
[Site Supervisor](#)  
[AmeriCorps Member](#)



Cincinnati Zoo Unto Others #18AFH-1502-20-OC129  
[Program Director](#)  
[Site Supervisor](#)  
[AmeriCorps Member](#)



City Year Columbus #18ACH-1502-20-OC018  
[Program Director](#)  
[Regional Coordinator](#)  
[Site Supervisor](#)  
[AmeriCorps Member](#)



Ohio College Guides #18ACH-1502-20-OC092  
[Program Director](#)  
[Site Supervisor](#)  
[AmeriCorps Member](#)

## OhioState Commission Staff



[State Commission Staff Login](#)



Commission Test #18AFH-1502-20-OCXXX  
[Program Director](#)  
[Site Supervisor](#)  
[AmeriCorps Member](#)



**NOTE:** you can update the logo next to your program name by contacting the OnCorps Help Desk!

### Remember:

- **Program Director** gives you access to the Program Management, Fiscal – PER & Program Reports – GPRs
- **Site Supervisor** is how you approve Member Timesheets



# OnCorps Home Page



Welcome Meredith Pugh [view/edit profile](#) | [logout](#)  
Logged in as: Program Director | Commission Test #18AFH-1502-20-OCXXX  
State & Program Year: Ohio | 2019-2020 [change](#)

- HOME
- TOOLS ▾
- MANAGE RECORDS ▾
- REPORTING ▾
- FINANCIALS ▾
- TIME TRACKING ▾
- DIRECTORIES ▾
- CALENDAR ▾
- HELP ▾

[Home](#)

To add notifications to your homepage, select them from the list below:

Welcome Meredith

IMPORTANT: eGrants has a scheduled outage Saturday, August 17-Sunday, August 18, 2019. Please plan your enrollment process accordingly!

Required Financial Report: Your 1st Periodic Expense Report (PER) for the 2019-20 grant year is due 10/15/2019 for the reporting period ending 9/30/2019.

REMINDER: Budget Changes under 10% of total project costs may not require a budget modification; see the Ohio AmeriCorps Supplementary Terms and Conditions, OSTC-5.4 for exceptions. Approved budget lines may be over/under spent (if so, include a note in the OnCorps PER Comments Section).

Program Directors: The Ohio Commission on Service and Volunteerism is proud to support programs that engage thousands of Ohioans in service to their communities! Documenting the impact your programs, members, and volunteers are having is critical to our future. The OnCorps reporting system is the key tool we use to collect data, track progress, and provide feedback to programs; we look forward to reading about your great success!

[Program Web Site](#) | [Calendar](#) | [Resources](#) | [Help](#)  
©2020 Settanni+Co., Inc.

Sometimes ServeOhio will post announcements on the homepage. You may also post announcements for your members!

Page Tools [? Help](#) [Create PDF](#)





# OnCorps – Tools



HOME TOOLS MANAGE RECORDS REPORTING FINANCIALS TIME TRACKING DIRECTORIES CALENDAR HELP

Administrative Tools  
Modules  
To add Website and Resource Page  
Select

Welcome Meredith

IMPORTANT: eGrants has a scheduled outage on 10/18, 2019. Please plan your enrollment process accordingly!

Required Financial Report: Your 1st Periodic report for the current grant year is due 10/15/2019 for the reporting period ending 9/30/2019.

REMINDER: Budget Changes under 10% of total project costs may not require a budget modification; see the Ohio AmeriCorps Supplementary Terms and Conditions.

- Program and Year Toggle
- Notifications and Reminders
- Supervisor Toggle
- Export Data
- Copy Program Records
- User Permissions
- Email Notification On/Off
- Timesheet Set Up

- **Program & Year Toggle** – allows you to go between grant years
- **Notifications & Reminders** – set up reminders for reports, PERs, timesheet due dates
- **Supervisor Toggle** – allows you to switch to Supervisor View
- **Copy Program Records** – at the end of the year you will copy over program information for next year
- **User Permissions** – you set access level for each user role (PD, SS, Member, etc.)
- **Email Notifications** – ServeOhio staff may send reminders through OnCorps
- **Timesheet Set Up** – you do this once a year to set up your member timesheets.



# OnCorps – Manage Records



HOME	TOOLS ▾	MANAGE RECORDS ▾	REPORTING ▾	FINANCIALS ▾	TIME TRACKING
<a href="#">Home</a>	To add notifications Select a Notification	<ul style="list-style-type: none"> <li>Member Position Descriptions</li> <li>Program Information</li> <li>Program Directors</li> <li>Service Sites</li> <li>Site Supervisors</li> <li><b>Members</b></li> </ul>	in the list below:		
Welcome Meredith					
IMPORTANT: eGrants has a scheduled outage Saturday, A					lease plan yo
Required Financial Report: Your 1st Periodic Expense Rep					due 10/15/2019 for the reporting period ending 9/30/2019.
REMINDER: Budget Changes under 10% of total project c					tion; see the Ohio AmeriCorps Supplementary Terms and Conditions, OSTC

- **Program Information** – ServeOhio will initially input this information, you may go in and update as needed if primary contact, address, etc. changes
- **Program Directors** – Create additional PD accounts here. Your SO Program Officer will also have a PD account to help with TTA & Monitoring
- **Service Sites** – create and update service site locations. Every member must be assigned a service site (service sites must match eGrants)
- **Site Supervisors** – create site supervisor accounts for timesheet approval
- **Member** – enroll, exit, suspend members



# OnCorps – Reporting



HOME TOOLS ▾ MANAGE RECORDS ▾ REPORTING ▾ FINANCIALS ▾ TIME TRACKING ▾ DIRECTORIES

[Home](#)

To add notifications to your homepage, select

**Welcome Meredith**

IMPORTANT: eGrants has a scheduled outage Sa  
Required Financial Report: Your 1st Periodic Expe  
REMINDER: Budget Changes under 10% of total

Submit Program Reports  
Approve Program Reports  
View Program Reports  
Submit Service Reports  
Approve Service Reports  
View Service Reports  
Upload/Download Files  
Custom Reports  
Scheduled Reports

OnCorps GPR  
Program Progress/CNCS Initiatives  
Successes/Challenges  
Best Practices  
Service and Volunteer Report

2019. Please plan your enrollment process accordingly!  
nt year is due 10/15/2019 for the reporting period ending 9/30/2019.  
modification; see the Ohio AmeriCorps Supplementary Terms and Conditions, OSTC-5.4

- **Submit Program Reports** – Submit Performance Measures & subsequent GPRs
- **View Program Reports** – if you require members to submit service reports, you can view them here



# OnCorps – Financials

MANAGE RECORDS ▾ REPORTING ▾ FINANCIALS ▾ TIME TRACKING ▾ DIRECTORIES ▾ CALENDAR ▾ HEL

ur homepage, select them from the list

Submit Reports  
View Reports  
Approve Reports  
Upload/Download Files  
Member Enrollment/Hours Report

Budget  
Fixed Amount Grant Invoice  
Periodic Expense Report  
Aggregate Financial Report  
Budget Modification Request  
Program Income Report  
In-Kind Other  
Expense Report

a scheduled outage Saturday, August 17-Sunday, August 18, 2019. Please pla

Your 1st Periodic Expense Report (PER) for the 2019-20 grant year is due 10/9/30/2019.

es under 10% of total project costs may not require a budget modification; see the Ohio AmeriCorps Supplementary Terms and Co

CORDS ▾ REPORTING ▾ FINANCIALS ▾ TIME TRACKING ▾ DIRECTORIES ▾ CALENDAR ▾

age, select them from the list

Submit Reports  
View Reports  
Approve Reports  
Upload/Download Files  
Member Enrollment/Hours Report

Current Budget  
Current Periodic Expense Reports  
Current Aggregate Financial Reports  
Current Program Income Reports  
In-Kind Other  
Abandoned and Unapproved PERs  
Supervisor In-Kind Hours Report  
Budget History  
Periodic Expense Report History  
Aggregate Financial Report History  
Program Income Report History  
Expense Report

d outage Saturday, August 17-Sunday, August 18, 2019. Please pla

eriodic Expense Report (PER) for the 2019-20 grant year is due 10/9/30/20

10% of total project costs may not require a budget modification; see

sion on Service and Volunteerism is proud to support programs that  
grams; we look forward to reading about your great success!

Terms ar

ce to thei

E

- **Submit Reports** – you will submit your initial approved budget from eGrants, PERs, Budget Modifications
- **View Reports** – view current information and previously submitted reports



# OnCorps – Time Tracking

#1

REPORTING ▾ FINANCIALS ▾ TIME TRACKING ▾ DIRECTORIES ▾ CALENDAR ▾ HELP ▾

Member Service Hours  
Supervisor In Kind Hours

- Filter Member Timesheets
- Total Member Hours Graph
- Member Total Hours by Date
- Member Hours by Service Site
- Member Hours by Month
- Unlock Member Timesheets
- Batch Member Hours
- Missing Member Timesheets
- Subcategory Report (Enhanced Timesheet Only)
- Time Off Tracking
- Timesheet Export
- Compliance Report

em from the list below:

urday, August 17-Sunday, August 18, 2019. Please plan your enrollment pr

- **Member Service Hours** – there are many features here: you can filter member timesheets by status, period, member (#1); you can also run single member reports to view their total hours (#2)

## Filter Member Timesheets

Please select at least one of the options in bold

Timesheet Status:	All Timesheets ▾
Period:	All Periods ▾
AmeriCorps Member:	All Members ▾
Date Range Start: (optional)	<input type="text"/> (mm/dd/yyyy)
Date Range End: (optional)	<input type="text"/> (mm/dd/yyyy)
<b>Submit</b>	

## Member Total Hours by Date

To filter your report, optionally enter  
(Leaving the date range fields blank will return

#2

**Mandy Smith**  
Enrolled: 1700 | Hours Left: 1700 | Expected End Date: 06/30/2020

<b>Member Details for Mandy Smith</b>	<b>Hour Details for Mandy</b>
Days Served: 0	
Avg/Wk Target: 34.59 Hours/Week	
Avg/Wk Current: 0 Hours/Week	
Weeks Left: -1.29	
Avg/Wk Needed: 0	
<b>Service Sites</b>	
Primary Site: Ohio Commission on Service and Volunteerism   AmeriCorps	
Secondary Site:	
Third:	
Fourth:	



# OnCorps – Directories

REPORTING ▾ FINANCIALS ▾ TIME TRACKING ▾ DIRECTORIES ▾ CALENDAR ▾ HELP ▾

My Profile  
Search Directory  
Program Directory  
Service Sites  
**Rosters**

Coordinator Roster  
Service Site Roster  
Supervisor Roster  
Member Roster

Information from the list below:

Report (PER) for the 2019-20 grant year is due 10/15/2019 for the reporting period ending 9/30

- **Rosters** – view various user role, site director, member rosters
  - This may be helpful if you need a member roster for internal activities, events, training, etc.

ect costs may not require a budget modification; see the Ohio AmeriCorps Supplementary Terms and Conditions, OSTC-5.4 for exceptions. Approved budget lines m

and Volunteerism is proud to support programs that engage thousands of Ohioans in service to their communities! Documenting the impact your programs, member: forward to reading about your great success!



# OnCorps – Calendar

- HOME
- TOOLS ▾
- MANAGE RECORDS ▾
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[Home](#) > [Calendar](#) > [View Calendar](#)

- View Calendar
- Update Calendar Events

July 2020

[< June 2020](#)

[August 2020 >](#)

## Calendar of Events

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9 End of Year Celebration	10	11
12 Starting Strong	13	14	15	16	17	18
19	20	21	22	23	24	25

- Calendar** – you can import events to share with Site Supervisors, Members and set reminders for Training, Orientation, Report deadlines, National Days of Service Volunteer Projects, etc.



# OnCorps Training

OnCorps has an extensive training library and regularly hosts live training sessions! We just reviewed the basics today, but the best way to learn is get in there and explore!





**Member Enrollment in eGrants → Tomorrow!**



# Final Thoughts & Questions

- **Homework:**
  - Review all 3 terms and conditions documents (can be found on the ServeOhio Website → Program Management Resources
    - FY 2020 General Grant and Cooperative Agreement Terms and Conditions
      - [https://serve.ohio.gov/Portals/0/2020GeneralTC2020\\_050620.pdf](https://serve.ohio.gov/Portals/0/2020GeneralTC2020_050620.pdf)
    - 2020 Terms and Condition for AmeriCorps State and National Grants
      - <https://serve.ohio.gov/Portals/0/2020ACSNProgramSpecificTC.pdf>
    - 2020 Ohio AmeriCorps Supplementary Terms and Conditions
      - [https://serve.ohio.gov/Portals/0/FINAL\\_OAST%26C\\_2020-2021.pdf](https://serve.ohio.gov/Portals/0/FINAL_OAST%26C_2020-2021.pdf)



# Contact info

**Mary E. Cannon** | Director of AmeriCorps  
ServeOhio | 30 East Broad Street, Suite 2487  
Columbus, Ohio 43215  
Phone: (614) 728-5177 | Fax: (614) 728-2921  
[mary.cannon@serveohio.gov](mailto:mary.cannon@serveohio.gov) | [www.serveohio.org](http://www.serveohio.org)

**Ava Carvour** | AmeriCorps Program Officer  
ServeOhio | 30 East Broad Street, Suite 2487  
Columbus, Ohio 43215  
Phone: (614) 300-9384 | Fax: (614) 728-2921  
[ava.carvour@serveohio.gov](mailto:ava.carvour@serveohio.gov) | [www.serve.ohio.gov](http://www.serve.ohio.gov)

**Meredith Pugh** | AmeriCorps Program Officer  
ServeOhio | 30 East Broad Street, Suite 2487  
Columbus, Ohio 43215  
Phone: (614) 705-1039 | Fax: (614) 728-2921  
[meredith.pugh@serveohio.gov](mailto:meredith.pugh@serveohio.gov) | [www.serve.ohio.gov](http://www.serve.ohio.gov)



**Next Session: Tomorrow at  
10:00am!**