SITE SUPERVISORS:

Logging in and Getting Started:

LifeBridge AmeriCorps staff will provide you with a Welcome e-mail which includes the OnCorps link (https://wv.oncorpsreports.com/) and your log-in information (username and temporary password). Upon receipt of this Welcome e-mail, please click on the link and enter your username and password.

Step 1: OnCorps Landing Page (https://wv.oncorpsreports.com/):

Make sure that the program year says 2018-2019 then click on the blue "submit" button below the red font.

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.

Looking for Demographics, MSY/Member Reports, Performance Measures, or Narratives in the 16-17 program year? These have been replaced with the new OnCorps GPR report. The tutorial for this can be found once logged in under Help > Help Resources and Tutorials in the program director section.

Follow us on Social Media

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

Log in to your account

Please select your program year:

2017-2018 ∨

The Default Selected Program Year is now 2017-2018. Please be sure to select the correct program year to log into!

Submit

Contact help@oncorpsreports.com for the quickest response if you need technical support or training. Use our built-in help ticketing system if you can log in, so we can better troubleshoot your issue, or call our customer service line at (612) 568-8627.

Step 2: Account Landing Page:

Screenshot A shows the top of the landing page. Scroll down until you see the LifeBridge logo in the column of AmeriCorps Programs on the left side of the screen. LifeBridge Site Supervisors should select the "Site Supervisor" link next to the LifeBridge logo (see Screenshot B).

Screenshot A:

Participating Programs : 2017-2018

AmeriCorps on the Frontline of School Success
Web Site
Program Director
Site Supervisor
AmeriCorps Member

Camp Horseshoe
Program Director
Site Supervisor
AmeriCorps Member

Energy Express AmeriCorps
Web Site
Program Director
Regional Coordinator
Site Supervisor
AmeriCorps Member

Enhancing Assets to Benefit Communities
Program Director
Site Supervisor
AmeriCorps Member

Grow Ohio Valley
Web Site
Program Director
Site Supervisor
AmeriCorps Member

West Virginia State Commission Staff

State Commission Staff Login

Screenshot B:

High Rocks Youth Education and Empowerment
Program Director
Site Supervisor
AmeriCorps Member

LifeBridge AmeriCorps
Program Director
Site Supervisor
AmeriCorps Member

MOVHD AmeriCorps
Program Director
Site Supervisor
AmeriCorps Member

Step 3: Site Supervisor Log-In Page

Enter the username provided to you by LifeBridge AmeriCorps in the box under the title "Site Supervisor Username:" then enter the password provided to you by LifeBridge AmeriCorps in

the box under the title "Password:". Once you have entered both the username and password, click on the grey login button below the password box.

You will be prompted to change your password upon your initial log-in. Please make sure that you save your password in a secure and accessible to you location. LifeBridge staff can reset your password to a default if you lose or forget your password as can the OnCorps help desk.

WEB SITE | RESOURCES

Login to OnCorps Reports

OnCorps Reports™
On task. On time. Online.

You are logging into:
2017-2018 LifeBridge
AmeriCorps
change

Site Supervisor Username:

Password:

Login

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

Troubleshooting:

- OnCorps usernames and passwords are case sensitive, so make sure you are entering the information exactly as it was created.
- High volume usage can cause OnCorps technical issues with logging in. Try logging in multiple times throughout the day or waiting until the next day, if possible. Never wait until the last minute to enter your timesheet information!
- If you experience problems with OnCorps, e-mail jpetty@unitedwaycwv.org for assistance.

LifeBridge staff is on-hand to help you answer questions related to your member's timesheet, so please reach out to us as soon as you have questions.

Timekeeping Categories:

1) Focus Areas: This category will cover the majority of your member's service activities except when otherwise stated. Time spent at the member's service site will typically fall in this category.
    a. Economic Opportunity (Financial Literacy Coordinators only)
    b. Education (Credit Recovery Mentors only)
    c. Veteran/Military Families (Veteran Outreach Coordinators only)
2) LifeBridge Training: This category is for all LifeBridge AmeriCorps hosted member trainings: pre-service orientation, bi-monthly trainings, and year end member gala.
3) Commission/Site Training: This category covers all trainings hosted by Volunteer West Virginia (Commission) – (Statewide Swearing-in, Disaster Corps training, Regional Trainings, etc.) and all trainings hosted by your organization (member orientation, service activity specific trainings, conferences you send your members to, etc.)
4) Disaster Services: This category is for Disaster Corps members only who have been deployed by Volunteer West Virginia.
5) Lunch: This category is to be used any time the member joins staff for lunch in the breakroom, leaves the service site to pick up lunch, or otherwise is away from their service activities to eat lunch. This time does not count toward the 1,700 hour requirement.
6) Site Closure: This category covers holiday and other closures by your organization that prevents the member from serving hours. Examples of site closure include, but are not limited to: federal holidays, weather emergencies, or unexpected events such as a power outage. This time does not count toward the 1,700 hour requirement.
7) Service Project: This category should be used for planning time as well as actual hands on project implementation related to the four required service projects.
8) Sick Leave: This category covers illnesses for the member and the member's immediate family. Members are only allowed 40 hours of sick leave. Members who exceed the 40 hour allowance will be required to submit medical excuses and may face disciplinary action. Members are required to use leave in the amount of time for which they typically serve on that day. For example, if the member typically serves 8 hours on Thursday and 5 hours on Friday, then the member should use 8 hours of sick leave on Thursday and 5 hours of sick leave on Friday. This time does not count toward the 1,700 hour requirement.
9) Personal Leave: This category covers members who need to be out of the office for family situations, vacation, etc. Members are only allowed 40 hours of personal leave. Members who exceed the 40 hour allowance may face disciplinary action. Members are required to use leave in the amount of time for which they typically serve on that day. For example, if the member typically serves 8 hours on Thursday and 5 hours on Friday, then the member should use 8 hours of personal leave on Thursday and 5 hours of personal leave on Friday. This time does not count toward the 1,700 hour requirement.

Reviewing Member Timesheets:

From your landing page, you can click on the Time Tracking drop down tab at the top of the screen and select "Approve Member Timesheets" or you can set the notification on your landing

page to let you know which members have submitted timesheet(s) for approval and which members have late or missing timesheets.

If you choose the notification option, you can quickly and easily click on the blue "Review and Approve" button next to the member's information instead of using the blue navigation bar. See screen shot below.

When reviewing the member timesheets, site supervisors should ensure the following:

- All time entered is accurate. Was the member on site or attending an approved event/training during all of the time listed on his or her timesheet?
- The member has entered time on 5 days during the week.
- The member used leave according to the leave policies mentioned above and in the member handbook.
- The member entered time in all of the "Time Out" boxes.
- The member has selected the right category for each day on his or her timesheet.
- Each daily total equals the amount of time the member typically serves on that day.
- Each timesheet meets the minimum number of 25 hours per week and preferably meets the preferred 35-40 hours per week.