

Online Time Sheet Tutorial




University of Missouri- St. Louis Volunteer Services

Online Time Sheet Tutorial

Once you begin volunteering it is imperative that our office track your service hours for statistical and funding purposes.

It's also beneficial, should you need a record of your volunteer hours for school or employment opportunities. You can log into your Volunteer Services account and see how many hours you have volunteered anytime!

Posting your hours online is quick and easy!

1. Go to the Volunteer Services homepage www.umsl.edu/services/volunteer and click the link  , which is usually located at the bottom of the homepage.
2. Enter your username. *Your username is the initial of your first name followed by your full last name. For example, John Smith's username would be JSmith.*
3. The first time you login, use the temporary password **UMSL**.
4. Then, you must choose a new password and logout.
5. Log back in with your new password and you can enter your hours.
6. Choose the correct job off the list if you have more than one placement.


Confused? Follow these step-by-step instructions...

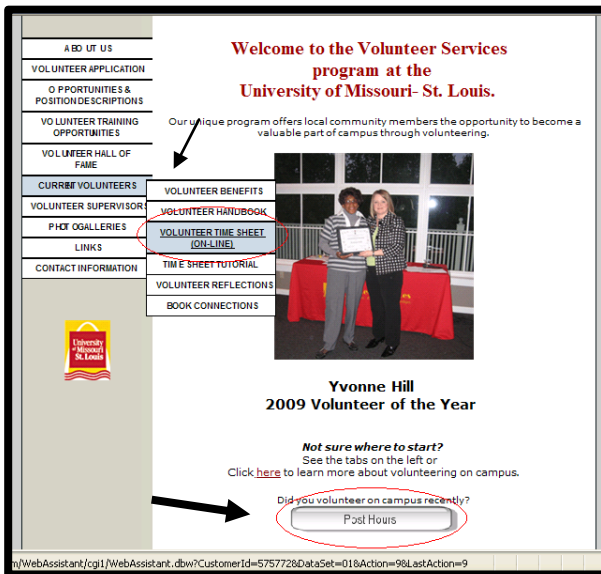
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Go to the **UM- St. Louis Volunteer Services** website.

Open your Web browser (Internet Explorer is an example) and enter www.umsl.edu/services/volunteer

Login to Enter Hours

- Click the  button to Enter Hours. This will usually be found at the bottom of the homepage.
- You can also find the link to post hours by hovering over the tab on the left labeled **Current Volunteers**. Then click on the tab labeled **Volunteer Time Sheet (online)**.



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Logging in for the first time

- Enter your username without a space
- It doesn't matter if you use capital letters or not.
- The first time you login, use the temporary password, **UMSL**.
- The password will be masked by asterisks.

Community Volunteer Center

Community Volunteer Center

Enter Hour

If you do not know your username or password, contact your volunteer coordinator.

Instructions:
Enter your User Name and Password

User Name:

Password:

The first time you login, use the temporary password given to you by the volunteer coordinator.

- You must pick and enter a new password.

Change Your Password

You are logged in as: **Smith, Mary**.
[Take action.](#)

You **must** change your Password since you logged in using the default password.

Current User Name: **MarySmith**

New User Name:

Current Password: **volunteer**

New Password:

Leave the username blank. Type a new password.

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- After confirming your new password, click **Log Out**.

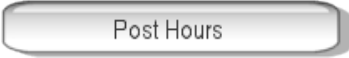
Change Your Password

Your new User Name: **MarySmith**

Your new password: **0123456789**

Don't forget to record your new User Name and Password.

[Home](#) | [Log Out](#)

- Back on the Volunteer Services home page; click the  button to enter your hours.
- From now on, this will be your routine.
- Log back in with your User Name and **NEW** password.
- Click **OK**

Hours Entry Screen

- The Hours entry screen lets you simply fill in the date and hours served.
- Pick the correct job off the list, if you have more than one placement.
- Click **OK**.
- If the job you volunteered for is not listed, please contact the Volunteer Services office. Office staff will need to enter the job information in order for you to enter hours.
- Click **OK** and you have entered hours for that particular day and assignment.
- You may then click the link to enter hours for another Job.
- When you are finished entering hours, click **Log out**.

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Hours Entry Screen (continued)

Enter Hours Served

You are logged in as: **Smith, Mary**.
[That's not me.](#)

Thanks for entering your hours.

Instructions: Please complete the form below to submit your hours. Enter the month and hours served. If you have any comments regarding your report, you may also enter a text message to us.

I am entering hours served for
Sussex Senior Citizens, Suss

The hours were served in: August 2007

In this month I served: 11 Hours 0 Minutes

Car mileage: 0
1
2
3

Did you drive for this job? 4
5

Bus cost: 6
7

Van cost: 8

Would you like to receive reimbursement for these items?

A Message: 9
10
11
12
13
14
15
16
17
18
19

Click the arrow to open the list of numbers of hours.

Click the number or arrow down on your keyboard and press enter to select a number.

Click the OK button to submit your hours.

OK Cancel

[Change Your Password](#)

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***Problems? Troubleshooting Tips**

A few unusual circumstances could prevent you from being able to log in:

1. **Duplicate Names:** In a very few instances, where there are identical first and last names, like John Smith, the second instance of that name will have the number 1 added to it. In some instances of duplicate names the automatic assignment becomes the first name, middle initial and last name all in one username without spaces, e.g., JohnCSmith if the name on record has a middle initial. If you have trouble with your user name, contact the Volunteer Services office.
2. **No Job Placement:** You will not be able to login to enter hours or send a message until you have a placement. If your placement has not yet been posted to your account, contact the Volunteer Services office.
3. **Cookies:** You must have cookies enabled in your browser (i.e., Internet Explorer or Firefox).

You are always welcome contact the Volunteer Services office at 314-516-4106 or volunteer@umsl.edu for help.

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If you would rather not submit your volunteer hours online, submit the following information to the office via this form or to volunteer@umsl.edu

Volunteer Name _____

Department: _____

Position/Duties: _____

Total Hours: _____

Volunteer Signature: _____

* *List date and hours for each day.*

Date	Hours