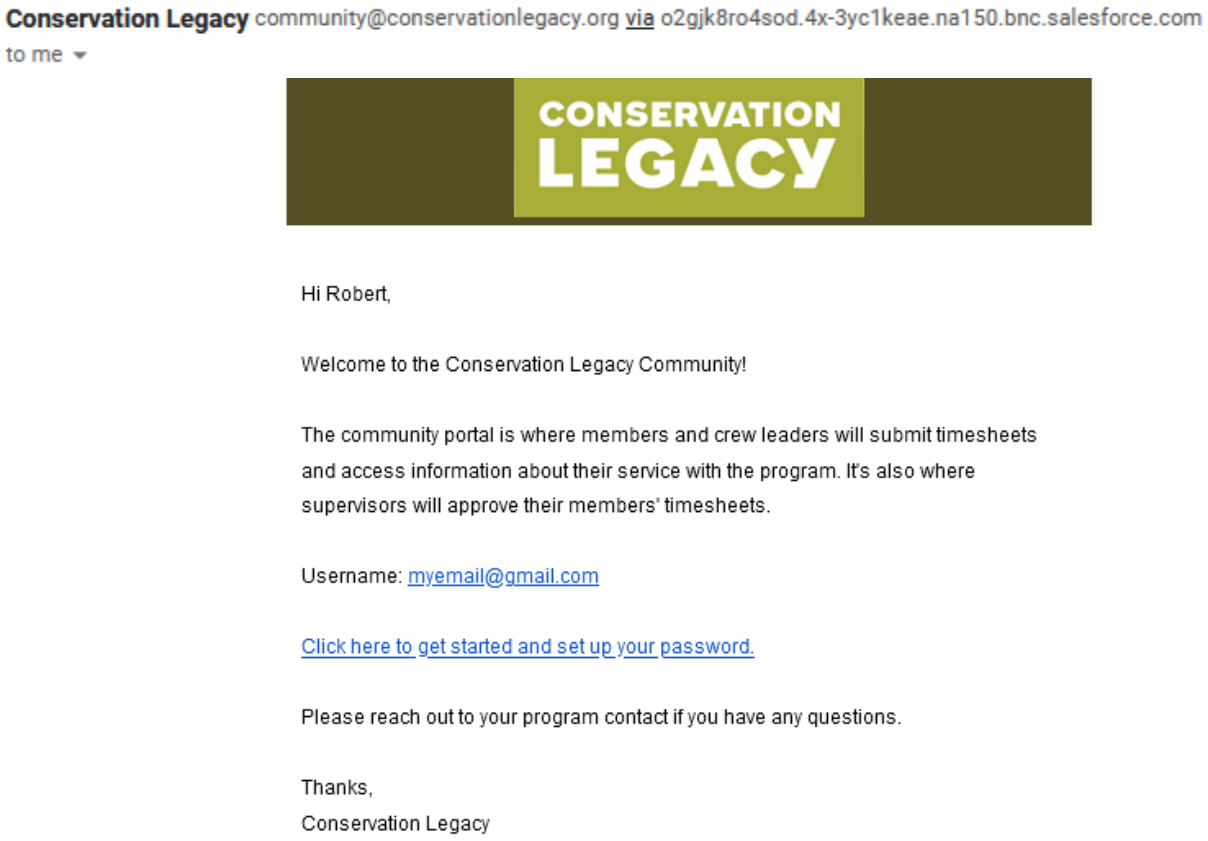
Welcome to the Conservation Legacy Community Portal

The community portal is where you your members will submit timesheets and where you will approve those timesheets. This guide will walk you through the timesheet process and the basics of the portal. Please read this guide thoroughly.

Initial Access:

Shortly after your member begins, you will receive an email from Conservation Legacy, community@conservationlegacy.org with a subject line of "Welcome to the Conservation Legacy Community". This email will contain your username and a link to set up the password for your account.

Please note: the sender may show a "via" address: that is just how emails come from Salesforce.



Conservation Legacy community@conservationlegacy.org via o2gjk8ro4sod.4x-3yc1keae.na150.bnc.salesforce.com
to me

CONSERVATION LEGACY

Hi Robert,

Welcome to the Conservation Legacy Community!

The community portal is where members and crew leaders will submit timesheets and access information about their service with the program. It's also where supervisors will approve their members' timesheets.

Username: myemail@gmail.com

Click here to get started and set up your password.

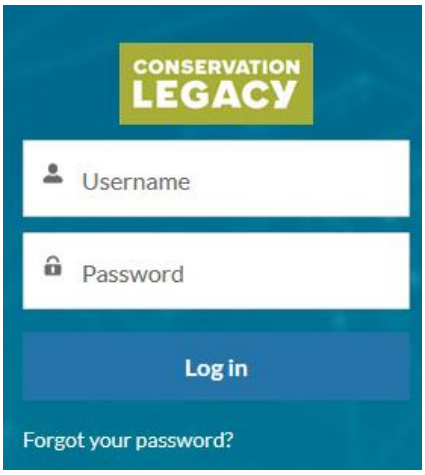
Please reach out to your program contact if you have any questions.

Thanks,
Conservation Legacy

- After you are set up with a login, you can access the Conservation Legacy Community portal here:

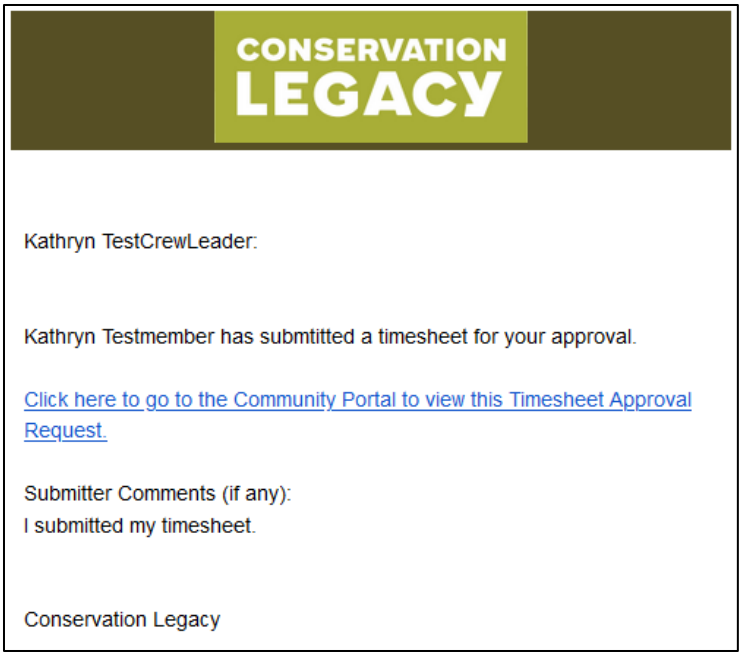
https://conservationlegacyportal.force.com **(BOOKMARK THIS WEBSITE!)**

- You will be able to reset your password from the login page if you forget it later.
- When you log in, you'll see a navigation bar that varies depending on your role.

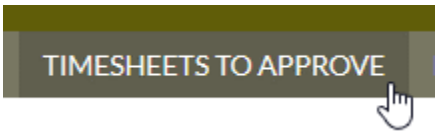


Timesheet Review:

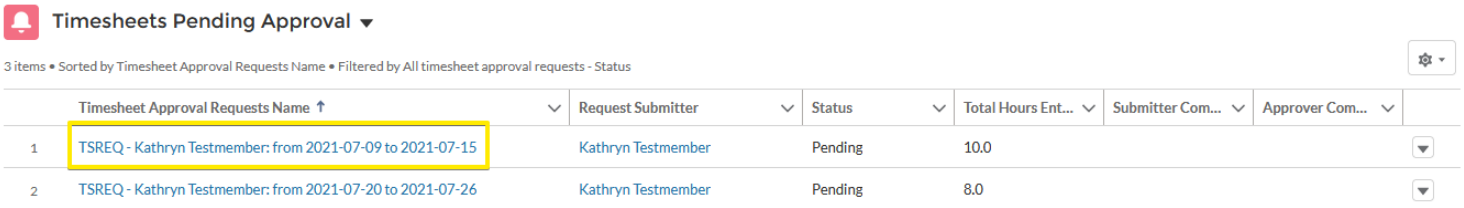
- When a member submits a timesheet for approval, you will receive an email notification. This email will include a direct link to that single timesheet approval request. If you are not receiving regular notifications, your member has forgotten to submit their timesheet.



- To see all timesheets that still need to be approved in one place, go to the "**Timesheets to Approve**" navigation bar item.



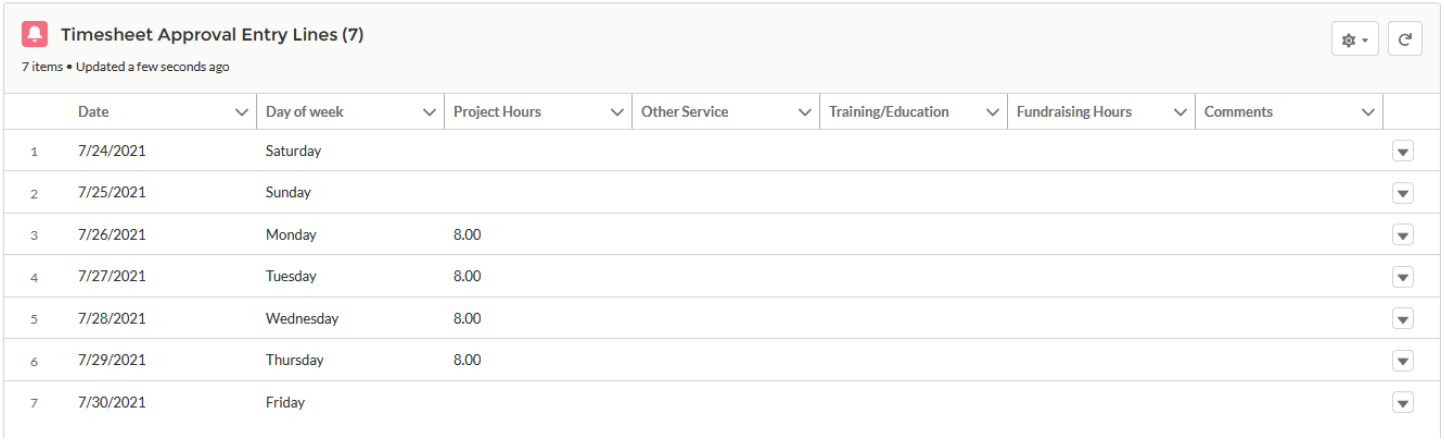
- By default, this list is sorted by Timesheet Approval Request Name. You can re-sort this list by clicking any of the column headings. It will retain your sorting the next time you come back to it.
- Each timesheet is for a single week, so when timesheets approvals are due you will have two different timesheet approval requests that need to be approved for each member.
- It is important that hours are approved on schedule for Stewards Individual Placements to complete payroll on time. If you are keeping up to date, there should be minimal records shown in your approval list.
- To access a timesheet approval request, simply click the Timesheet Approval Request Name:



Timesheet Approvals or Rejections:

IMPORTANT: Before approving a timesheet, please review the full timesheet and all Timesheet Entry Lines, making sure all hours were entered in the appropriate categories and on the appropriate days.

Note for AmeriCorps members: no hours should be entered on days that were not worked, regardless of whether it a holiday, day off, or sick day. If member took day off, they should enter "0" in project hours and write "PTO" in the comments.

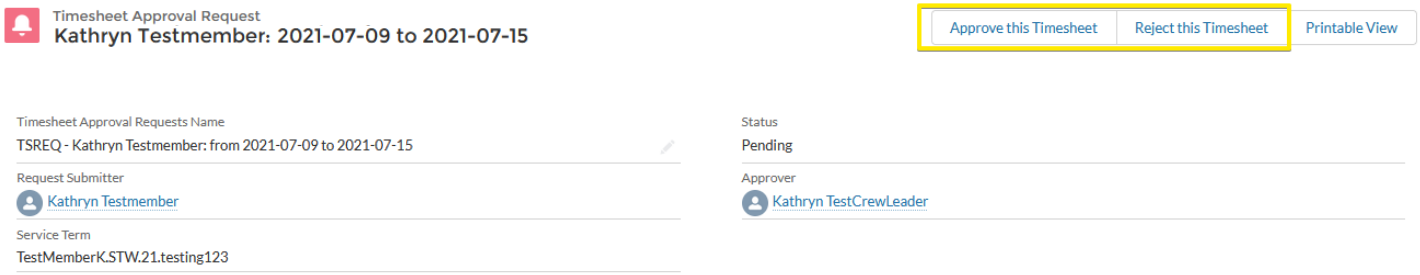


Timesheet Approval Entry Lines (7)

7 items • Updated a few seconds ago

	Date	Day of week	Project Hours	Other Service	Training/Education	Fundraising Hours	Comments
1	7/24/2021	Saturday					
2	7/25/2021	Sunday					
3	7/26/2021	Monday	8.00				
4	7/27/2021	Tuesday	8.00				
5	7/28/2021	Wednesday	8.00				
6	7/29/2021	Thursday	8.00				
7	7/30/2021	Friday					

- Once you ensure that all hours are correct, to either approve or reject a timesheet, you will find associated buttons in the top right corner of the page.



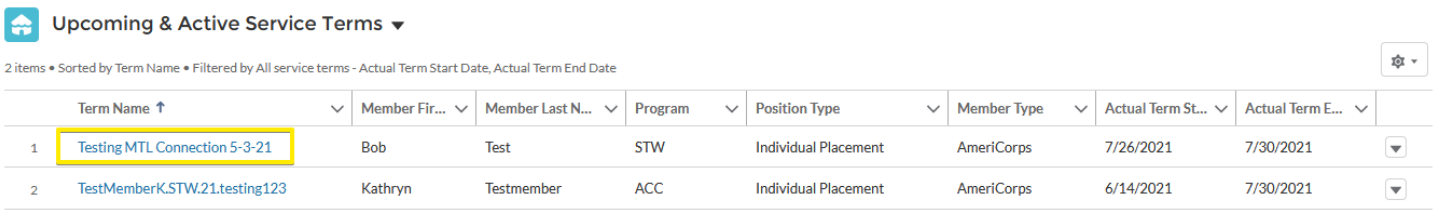
- Clicking either option will bring up a box to add comments. You should always use this when rejecting the timesheet to let your member know what to correct.
- **Rejecting a timesheet** will send a notification email to the member with any comments you enter during the rejection process. The member will then be able to edit the timesheet and resubmit.
- Once a timesheet has been approved, it will no longer be visible in your list of timesheets to approve.

My Member's Service Terms:

On this page, you will have access to see some basic information about the terms for the members you are currently supervising, as well as members starting in the next week. Members will disappear from this list once their term has ended and all hours have been approved.

For AmeriCorps members, please check the Time Management section on their service term regularly to make sure your members are on track to meet the hours required for the term length.

Click the Service Term Name to view the details for that term:

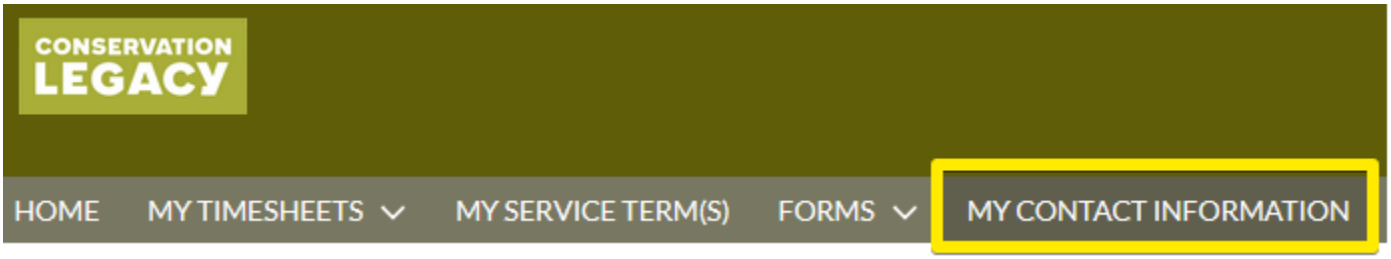


By default, this list is sorted by Service Term Name. You can re-sort this list by clicking any of column headings. It will retain your sorting the next time you come back to it.

Updating Your Contact Information:

It is important that we have up to date contact information on record, so you continue to get important emails while you are a supervisor with us.

The “My Contact Information” link in the Navigation bar will take you to a form where you can update your contact information.



If you have any questions, please reach out to your Stewards Individual Placements contact. Thank you for being a valuable supervisor to our members!

STEWARDS
INDIVIDUAL PLACEMENTS
A program of Conservation Legacy