

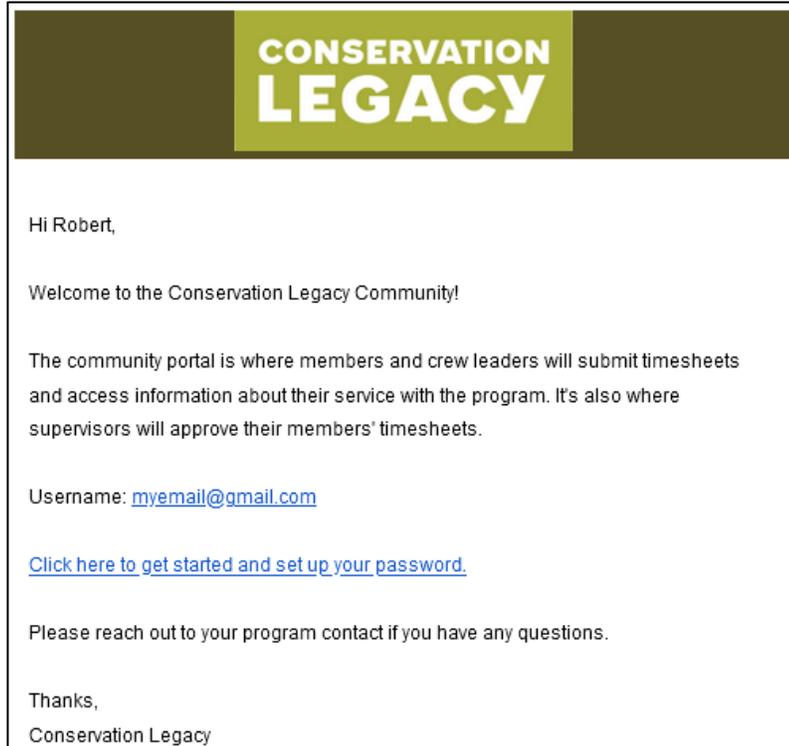
Welcome to the Conservation Legacy Community Portal!

The community portal is where you will access information about your service with the Stewards Individual Placements program and submit timesheets. It's also where your supervisor will approve your timesheets. This guide will walk you through the timesheet process and the basics of the portal. It is important that you read this thoroughly.

Initial Access

- Shortly after you begin your service, you will receive an email from 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 ▾



- Next you are set up with a login, you can access the Conservation Legacy Community portal here:
<https://conservationlegacy2.my.site.com> **(BOOKMARK THIS WEBPAGE!)**
- You will be able to reset your password from the login page if you forget it later

The image shows a screenshot of the login page for the Conservation Legacy community portal. It has a dark blue background. At the top, there is a yellow box with the "CONSERVATION LEGACY" logo. Below the logo, there are two white input fields: "Username" and "Password". The "Password" field has a small lock icon to its left. Below the input fields is a blue button with the text "Log in". At the bottom of the page, there is a link that says "Forgot your password?".

- When you log in, you will see your Navigation Bar:



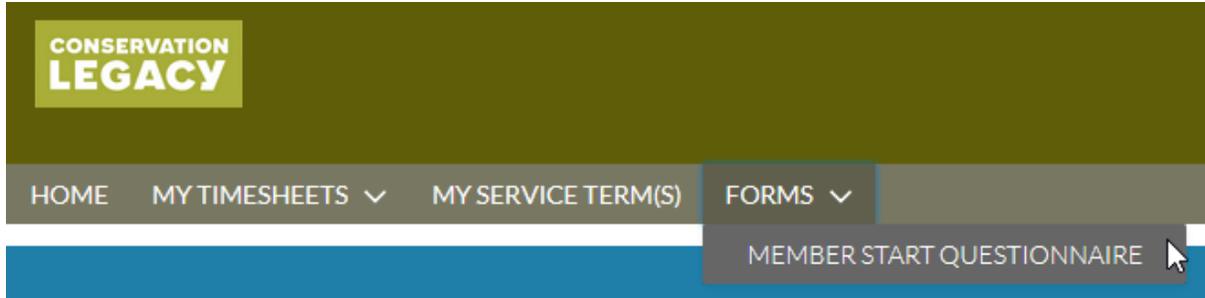
Step 1: Member Start Questionnaire

At Conservation Legacy, we realize that racial and ethnic diversity does not stand alone: it intersects with diversity of Age, Gender, Sexual Orientation, Religion, Disability, Socioeconomic Status, and other categories of identity. We are committed to empowering those whose identities are underrepresented in conservation work.

To help us better understand our member & staff identities, we ask that everyone complete our Member Start Questionnaire. This information remains confidential within your personnel records of Conservation Legacy. This form also contains important emergency contact information.

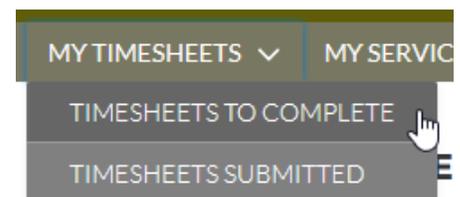
You will be prompted to complete this form before you can submit your first timesheet if it has not yet been completed.

You can find this under “Forms” in the Navigation bar:



Step 2: Editing Timesheets

You can view or submit timesheets by clicking on “My Timesheets”. You’ll see two different options, “Timesheets to Complete” and “Timesheets Submitted”.



- **Timesheet to Complete** will show you a list of all Timesheets that still need to be submitted. **There should never be more than two or three timesheets listed here at a time.** If you have more, you need to get those updated and pay closer attention to the pay period schedule.
 - Each timesheet is for a single week, so you will have two different timesheet records that need to be submitted when timesheets are due.

- To access, update or submit, click the date period under Timesheet Name, as shown below:

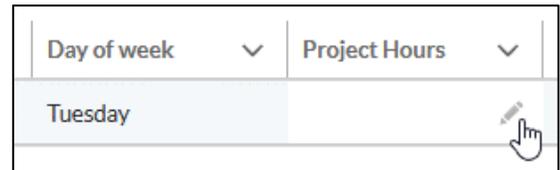
Timesheets to Complete ▼									
7 items • Sorted by Timesheet Name • Filtered by All timesheets - Status									
Timesheet Name ↓	Status	Project ...	Other S...	Trainin...	PTO To...	Total E...	Last Modified Date		
1 Kathryn Testmember Timesheet (2021-07-06 to 2021-07-12)	Not Submitted	0.00	0.00	0.00	0.00	0.00	7/20/2021, 10:00 AM		
2 Kathryn Testmember Timesheet (2021-07-04 to 2021-07-10)	Not Submitted	0.00	0.00	0.00	0.00	0.00	7/18/2021, 10:00 AM		

By default, this list is sorted by Timesheet 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

Entering & Updating Hours:

Timesheet Entries(7)									
Date	Day of week	Project Hours	Other Service	Training/Educat...	Fundraising Ho...	Comments/Des...	Timesheet Entr...		
1 07/17/2021	Saturday						Saturday of 202...		
2 07/18/2021	Sunday						Sunday of 2021...		
3 07/19/2021	Monday						Monday of 202...		
4 07/20/2021	Tuesday						Tuesday of 202...		
5 07/21/2021	Wednesday						Wednesday of ...		
6 07/22/2021	Thursday						Thursday of 20...		
7 07/23/2021	Friday						Friday of 2021...		

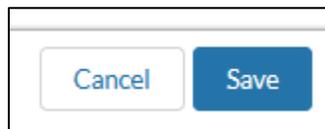
1. scroll down to the Timesheet Entries section at the bottom of the page.
2. As you move your cursor over the entries, you'll see pencil icons. Click the pencil of the corresponding day and type of hours that you wish to enter. Continue editing as needed.



3. Timesheet Categories:

- a. Project Hours: use this category for any work you do that is not considered training
- b. Training/Education: use this category when you attend orientations, webinars, workshops or are learning a new task/skill for your position.
- c. Other: use this category if work you did doesn't qualify as training or project work. This category should be relatively rare for you to use.

4. **Be sure to hit the Save button at the bottom of the screen to save the hours you have entered.**



Tip:

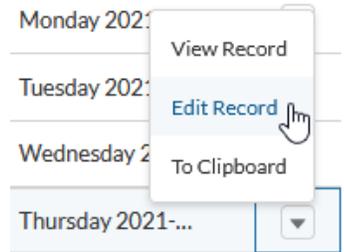
You can update several days at once if you worked the same hours under the same category for multiple days. Example: you worked 8 hours Monday – Friday. If you select multiple boxes along the right side, once you click a pencil, there will be a checkbox to update all selected items. Once you enter your hours and click Apply, all days you selected will be updated.

	<input type="checkbox"/>	Date	Day of week	Project Hours	Other Service	Training
1	<input type="checkbox"/>	07/31/2021	Saturday			
2	<input type="checkbox"/>	08/01/2021	Sunday			
3	<input checked="" type="checkbox"/>	08/02/2021	Monday	8		
4	<input checked="" type="checkbox"/>	08/03/2021	Tuesday			
5	<input checked="" type="checkbox"/>	08/04/2021	Wednesday			
6	<input checked="" type="checkbox"/>	08/05/2021	Thursday			
7	<input checked="" type="checkbox"/>	08/06/2021	Friday			

Update 5 selected items

Adding Comments:

If you have comments/ notes to record for your timesheet entry, you can see a bigger edit window for a day by clicking the down arrows all the way on the right side of Timesheet Entries and choosing **Edit Record**.



View of larger edit box:

Edit Thursday 2021-08-05

*Timesheet Entry Name: Date:

Project Hours:

Other Service: Training/Education:

Comments/Description:

Fundraising Hours:

Timesheet
Kathryn Testmember (2021-07-31 to 2021-08-06)

Upon saving from this screen, you will be taken to the record view of the individual day you were editing. To go back to your full timesheet, simply click the timesheet name.

Timesheet Entry Name Thursday 2021-08-05	Date 8/5/2021
Project Hours 8.00	
Other Service	Training/Education
Comments/Description Hosted Volunteer Day	Fundraising Hours
Timesheet Kathryn Testmember (2021-07-31 to 2021-08-06)	

Step 3: Timesheet Submission

To submit your timesheet for approval, you'll find a "Submit Timesheet for Approval" button in the top right corner of the page.

 Timesheet
Kathryn Testmember (2021-07-17 to 2021-07-23)

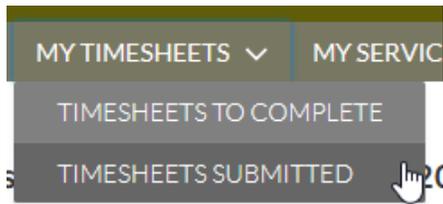
[Submit Timesheet for Approval](#)

Timesheet Name Kathryn Testmember (2021-07-17 to 2021-07-23)	Status Not Submitted
Member Name Kathryn Testmember	Member Approver  Kathryn TestSupervisor
Service Term TestMemberK.STW.21.testing123	

- This will bring up an optional comments box. These comments will be included in the automatic "Timesheet Submitted" notification email that your supervisor receives.
 - You will be required to sign your name when you submit your timesheet.
- Once a timesheet has been submitted, it is locked from editing. It will also disappear from your list of "Timesheets to Complete".

It is very important to complete your timesheets at least by the due dates listed in the payroll schedule.

To view your previously submitted timesheets or check their approval status, go to “Timesheets Submitted”



If there are more than 2 timesheets in the ‘timesheets submitted’ tab, that means your supervisor is behind on approving your timesheets. Kindly reach out to them to request that they approve. **It is very important that your timesheets are entered and approved on a bi-weekly basis so Stewards can issue an on-time payroll.**

Timesheet Hour Totals

Due to background processes, the Timesheet Totals section just above Timesheet Entries does not update immediately after you save your hours under Timesheet Entries. After saving your hours, it may take refreshing the page twice for those totals to update.

If you are an AmeriCorps Member, please make sure to check your hours frequently to ensure you are on track to complete your AmeriCorps Education Award Hours.

▼ Timesheet Totals (Updates on Refresh)	
Total Entered Hours 40.00	
<hr/>	
Project hours total 40.00	Training/Education hours total 0.00
Other Service hours total 0.00	Fundraising total 0.00

Rejected Timesheets

If a timesheet is rejected by your supervisor, you will receive an email notification with comments from your supervisor and this timesheet will reappear in your **“Timesheets to Complete”** list. Follow the link in the email or log in from your bookmarked page and correct and resubmit your hours.



Kathryn Testmember,

Your timesheet submission was rejected.

Approver Comments: Incorrect Hours on Monday

[Click here to go to the Community Portal to view and correct this timesheet.](#)

Conservation Legacy

Step 4: Checking Your Hours

On the My Service Terms page, you will have access to see some basic information about your term(s) with Conservation Legacy. If you have more than one term with us, please open the most recent one. This is where you will see your progress towards achieving your minimum required AmeriCorps Award Hours.

- Click the Service Term Name to view the details for your most current term:

My Service Terms ▾						
2 items • Sorted by Term Name • Filtered by All service terms						
	Term Name ↑ ▾	Program ▾	Position Type ▾	Member Type ▾	Actual Term Start Date ▾	Actual Term End Date ▾
1	Testing New SF Connection 1234	AZCC	Crew Member	AmeriCorps	5/10/2021	6/10/2022
2	TestMemberK.STW.21.testing123	ACC	Individual Placement	AmeriCorps	6/14/2021	7/30/2021

When you open that term, you will need to scroll down to see your target hours needed to achieve your AmeriCorps minimum hours. If you're average hours/week needed is higher than 40 hours, you are behind in your progress and will need to make a plan of how you will make up those hours.

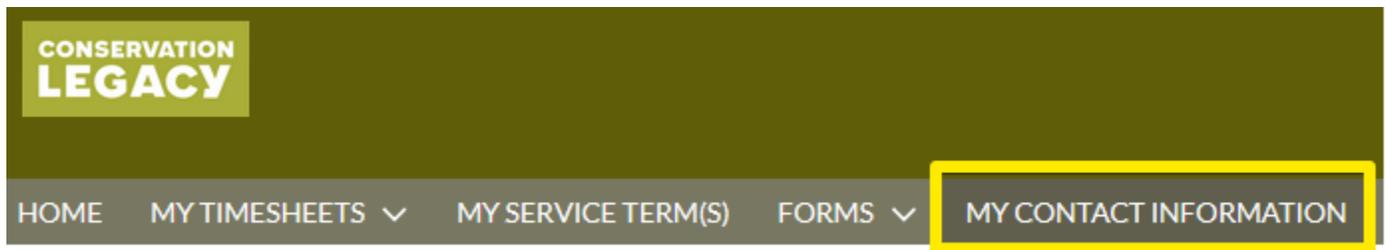
▼ Target Hours for AmeriCorps Members (Updates once a day, overnight)

Hours in Term remaining	Average Hours/Week Target
356	37.50
Weeks in Term remaining	Average Hours/Week Current
29	40.00
Average Hours/Week Needed	
38	

Updating Your Contact Information

It is important that we have up to date contact information on record, so you continue to get important emails throughout your term.

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



Please reach out to your Stewards Individual Placements contact with any questions.

