

Welcome to the Conservation Legacy Community Portal!

The community portal is where you the member you're supporting will submit timesheets and access information about their service with the Stewards Individual Placements. It's also 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 ▾



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.

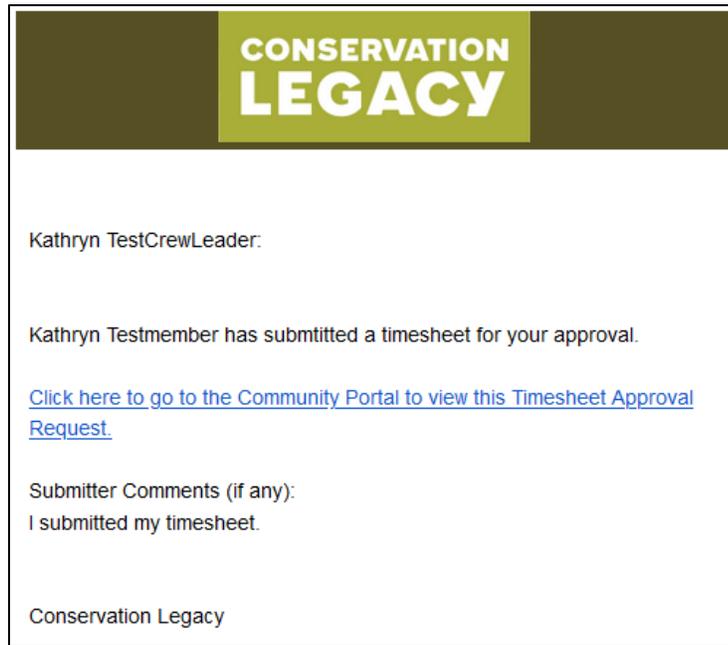
Thanks,
Conservation Legacy

- After you are set up with a login, you can access the Conservation Legacy Community portal here: <https://conservationlegacy2.my.site.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.

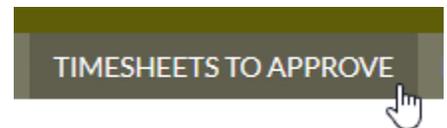
A screenshot of the Conservation Legacy login page. It features a dark blue header with the "CONSERVATION LEGACY" logo. Below the header are two white input fields: "Username" with a person icon and "Password" with a lock icon. A blue "Log in" button is positioned below the password field. At the bottom, there is a link that says "Forgot your password?".

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 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 you’re supporting.
- 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 approve, simply click the Timesheet Approval Request Name for each week you need to approve.

Timesheets Pending Approval ▼

3 items • Sorted by Timesheet Approval Requests Name • Filtered by All timesheet approval requests - Status

	Timesheet Approval Requests Name ↑	Request Submitter	Status	Total Hours Ent...	Submitter Con
1	TSREQ - Kathryn Testmember: from 2021-07-09 to 2021-07-15	Kathryn Testmember	Pending	10.0	
2	TSREQ - Kathryn Testmember: from 2021-07-20 to 2021-07-26	Kathryn Testmember	Pending	8.0	

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: 0 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 “time off” 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.

Timesheet Approval Request		Approve this Timesheet	Reject this Timesheet	Printable View
Kathryn Testmember: 2021-07-09 to 2021-07-15				
Timesheet Approval Requests Name	TSREQ - Kathryn Testmember: from 2021-07-09 to 2021-07-15	Status	Pending	
Request Submitter	 Kathryn Testmember	Approver	 Kathryn TestCrewLeader	
Service Term	TestMemberK.STW.21.testing123			

- Clicking either option will bring up a box to add comments. You do not have to submit comments if you don't have any. However, you should always use comments if you are choosing to reject a timesheet so your member can correct the timesheet.
- Once a timesheet has been approved, it will no longer be visible in your list of timesheets to approve.

Rejecting a timesheet

If your member entered hours on a day they took off you will need to reject the timesheet so they can input 0 hours and “time off” in the comments box. If they entered incorrect hours for a regular work day, you can reject for this instance as well.

When you reject, the system 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 and you will need to re-approve.

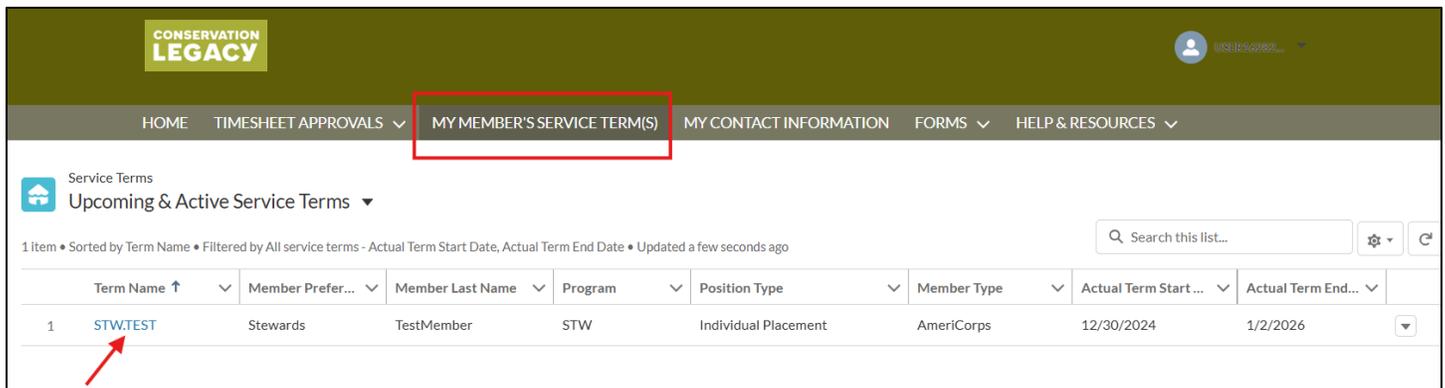
Tracking AmeriCorps Member Hour Progress (AmeriCorps Members Only):

**If you're supporting an hourly Employee-Participant, disregard this section.*

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 “Target Hours for AmeriCorps Members” 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:



CONSERVATION LEGACY

HOME TIMESHEET APPROVALS MY MEMBER'S SERVICE TERM(S) MY CONTACT INFORMATION FORMS HELP & RESOURCES

Service Terms
Upcoming & Active Service Terms

1 item • Sorted by Term Name • Filtered by All service terms - Actual Term Start Date, Actual Term End Date • Updated a few seconds ago

	Term Name ↑	Member Prefer...	Member Last Name	Program	Position Type	Member Type	Actual Term Start ...	Actual Term End...
1	STWTEST	Stewards	TestMember	STW	Individual Placement	AmeriCorps	12/30/2024	1/2/2026

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.

Once in their service term, scroll to see the hours progress.

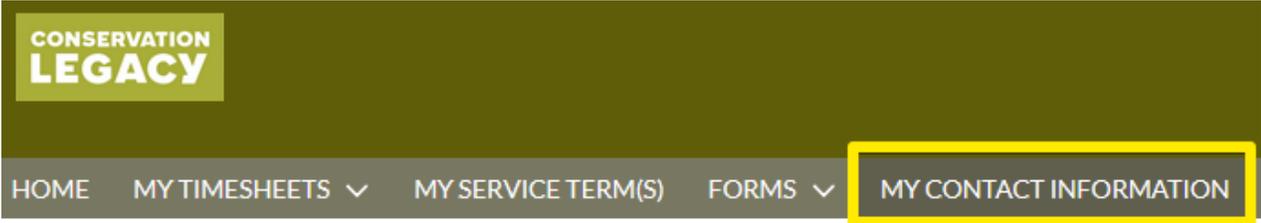
Target Hours for AmeriCorps Members (Updates once a day, overnight)	
Hours in Term remaining	Average Hours/Week Target
356	37.50
Weeks in Term remaining	Average Hours/Week Current
29	40.00
Average Hours/Week Needed	
38	

If the member is above 40 in the “average hours/week needed” field, they are behind on their AmeriCorps hours progress and you will need to make a plan with them to get back on track. Please remember that if they don’t achieve all their hours, they will not receive the AmeriCorps Education Award. Taking too many days off or consistently working less than 35 hours per week will result in being behind.

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 the participants!