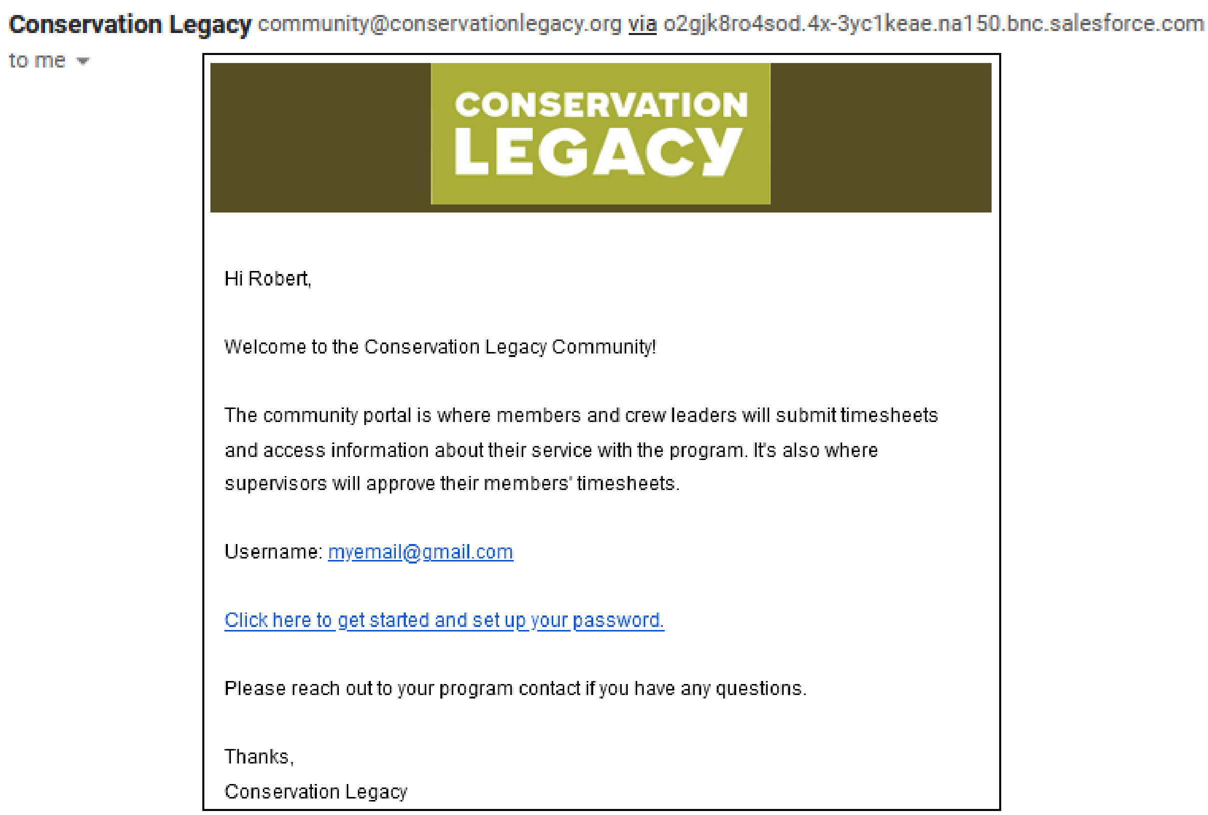
Welcome to the Conservation Legacy Community Portal

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

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

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

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

- You will be able to reset your password from the login page if you forget it later.

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

Step 1: Member Start Questionnaire

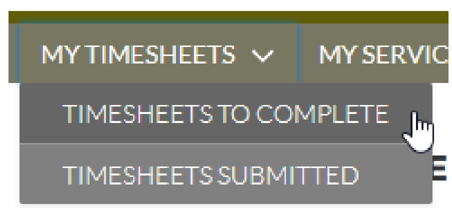
To help us better understand our member & staff identities, we ask that everyone complete our Member Start Questionnaire. This information is confidential within your personnel records of Conservation Legacy. This form also contains important emergency contact information.

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 pay closer attention to the pay period schedule and ensure you're submitting your timesheets on time.
    - 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

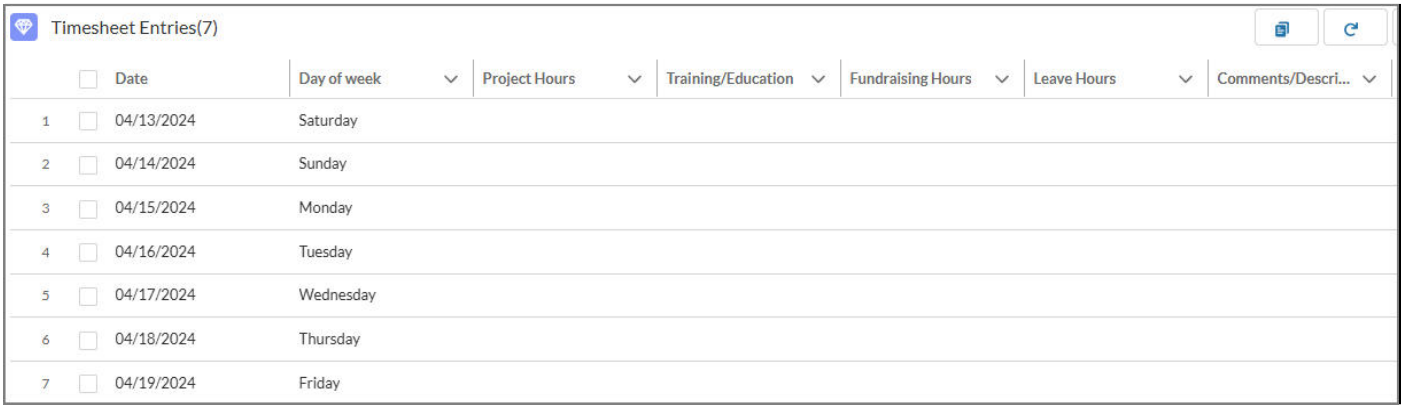
50+ items • Sorted by Starting date • Filtered by All timesheets - Status

Search this list...

	Starting date	Timesheet Name	Status	Total Entered Hours
1	4/13/2024	Member Testmember (2024-04-13 to 2024-04-19)	Not Submitted	0.00
2	4/6/2024	Member Testmember (2024-04-06 to 2024-04-12)	Not Submitted	0.00

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

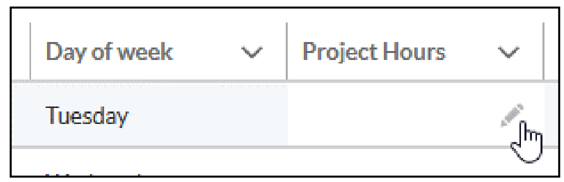
- **Entering & Updating Hours:**
    1. scroll down to the <u>Timesheet Entries</u> section at the bottom of the page.



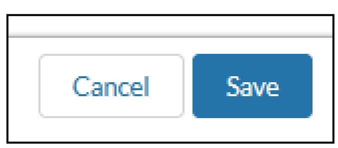
Timesheet Entries(7)

	Date	Day of week	Project Hours	Training/Education	Fundraising Hours	Leave Hours	Comments/Descri...
1	04/13/2024	Saturday					
2	04/14/2024	Sunday					
3	04/15/2024	Monday					
4	04/16/2024	Tuesday					
5	04/17/2024	Wednesday					
6	04/18/2024	Thursday					
7	04/19/2024	Friday					

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.



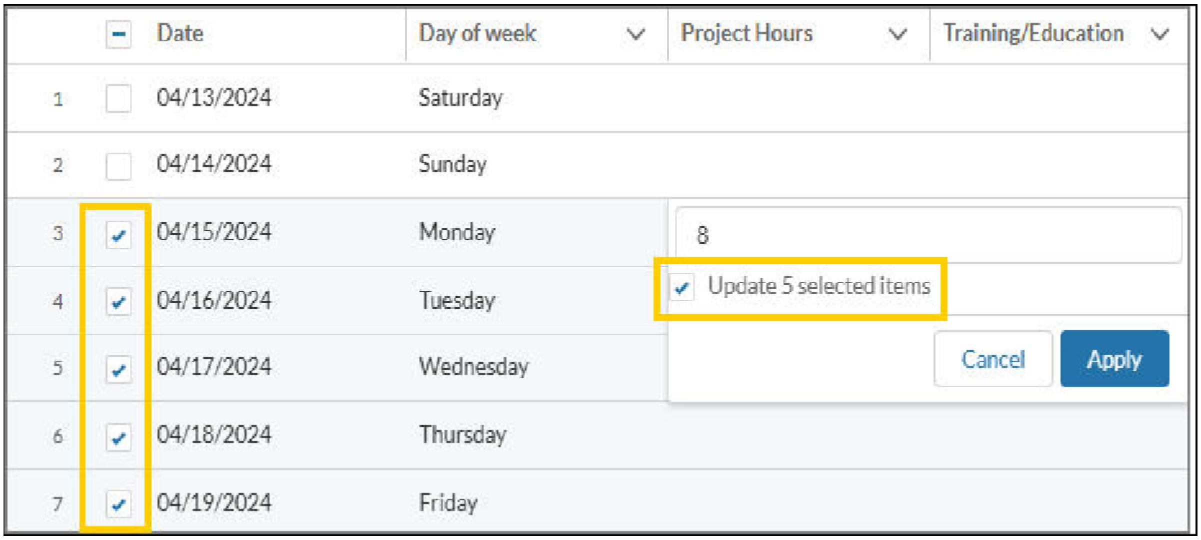
3. Timesheet Categories
    - <u>Project Hours</u>
        - Activities directly impacting the project outcome as outlined in your position description.
        - Project preparation, planning, and close-out (evaluation, reporting, etc)
    - <u>Education/Training</u>
        - Orientation
        - Specific trainings (job skills, S-130/190, professional development, etc.)
        - Environmental education
    - <u>Fundraising</u> – Unless serving as a VISTA, fundraising should not be completed during service.
    - <u>Leave Hours</u> – Any holiday, personal, or sick leave taken on a regularly scheduled workday. **Please note- hours in this category *do not count* towards your AmeriCorps Hour requirement.**
4. Be sure to hit the Save button at the bottom of the screen to save the hours you have entered.



__**Tip:**__

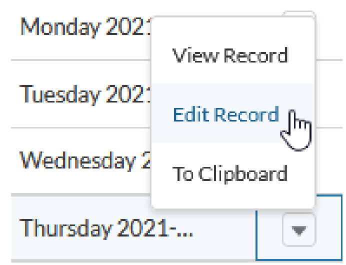
You can update several days at once if you worked the same hours under the same category for multiple days.

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.

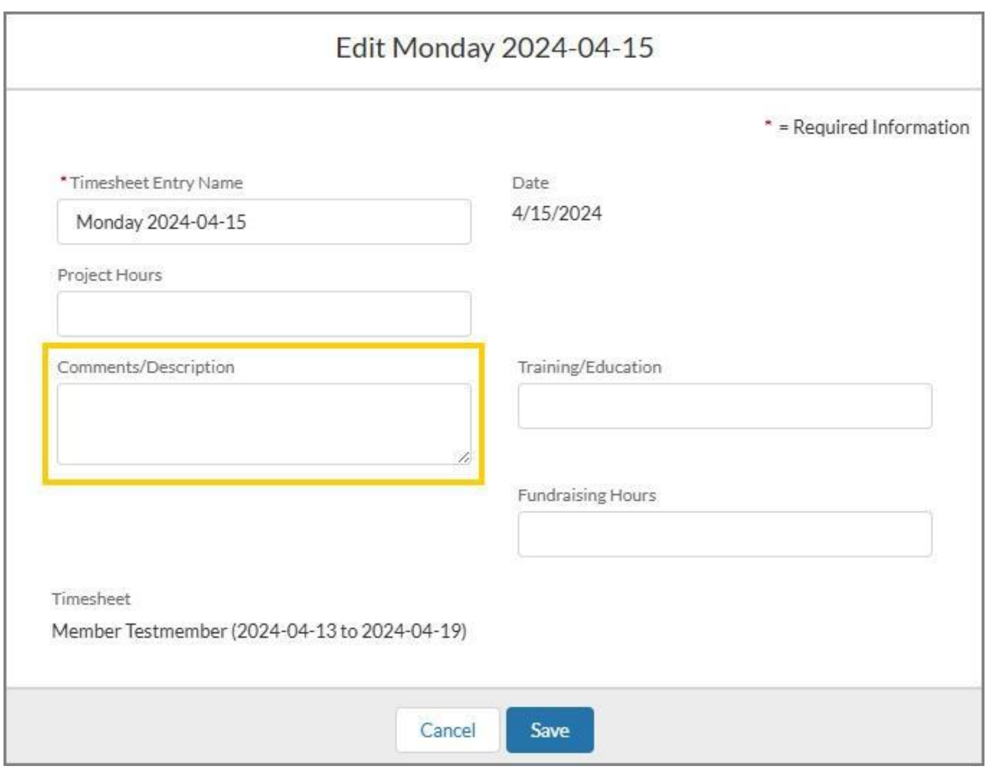


Adding Comments:

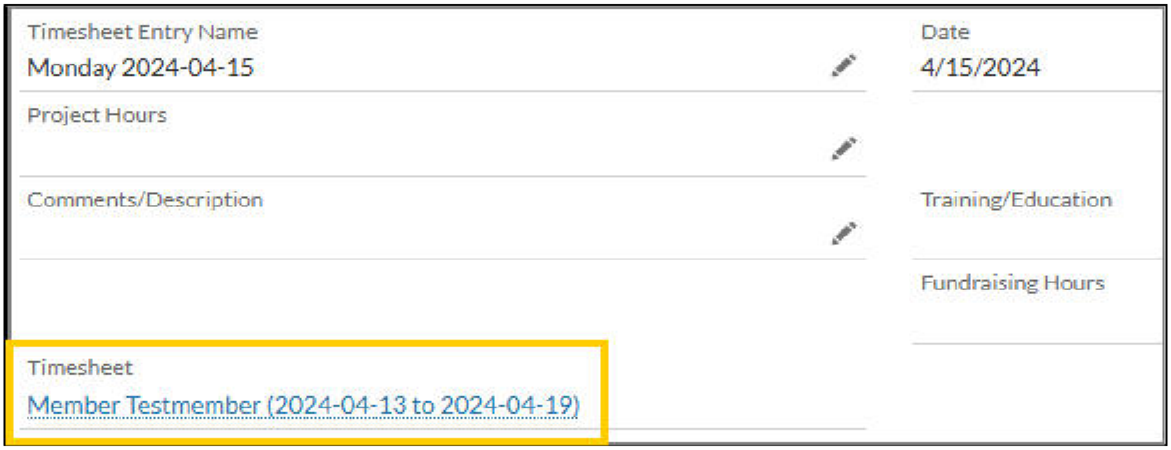
If you have comments/ notes to record for your timesheet entry, you can bring up a bigger edit window for a day by clicking the down arrows all the way on the right side of Timesheet Entries and choosing **Edit Record**.



View of larger edit box:

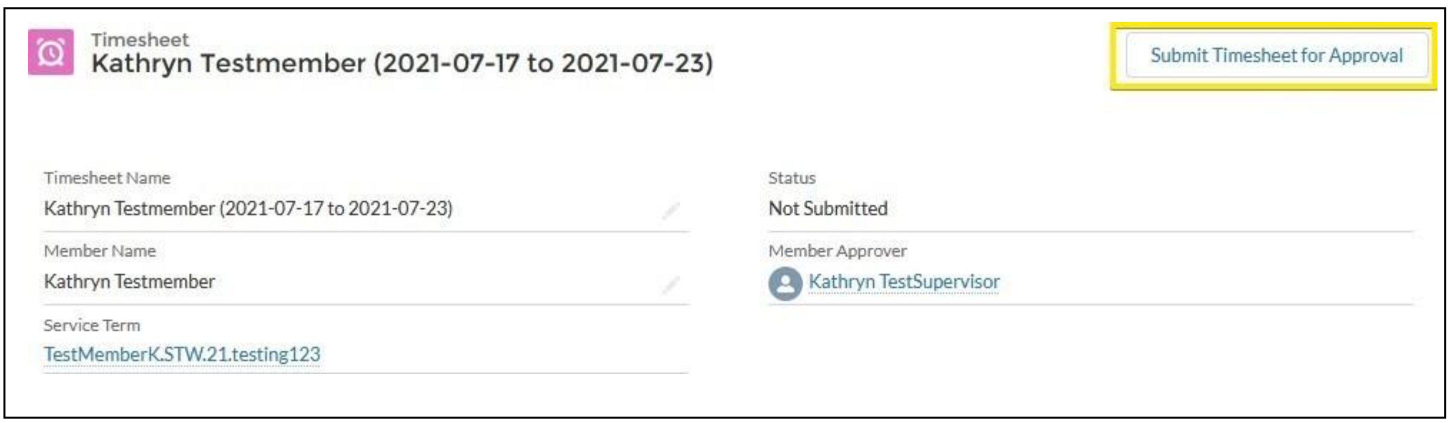


Upon saving from this screen, you will be taken to the record view of the individual day you were editing. To go back to your full timesheet, simply click the timesheet name.

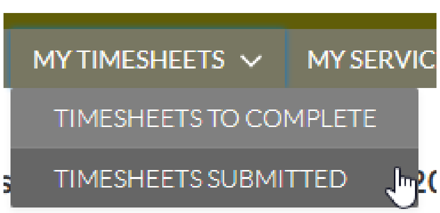


Step 3: Timesheet Submission

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



- This will bring up an optional comments box. These comments will be included in the automatic Timesheet Submitted notification email that your supervisor receives.
- Once a timesheet has been submitted, it is locked from editing. It will also disappear from your list of "Timesheets to Complete".
- To view your previously submitted timesheets or check their approval status, go to "Timesheets Submitted"

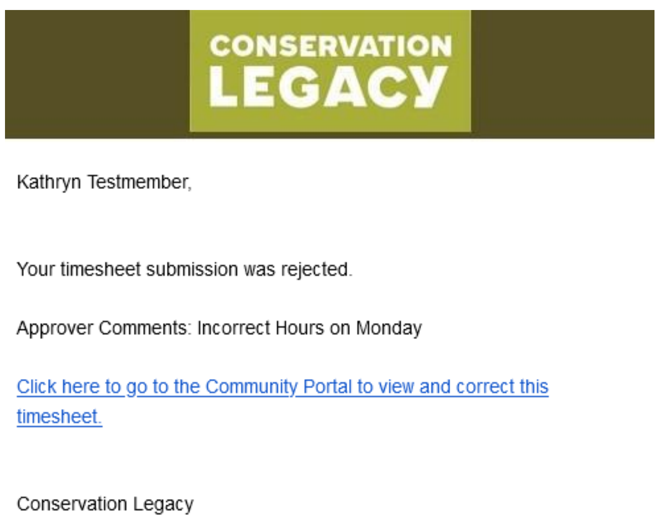


Step 4: Timesheet Hour Totals

Due to background processes, the Timesheet Totals section just above Timesheet Entries do 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.

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.

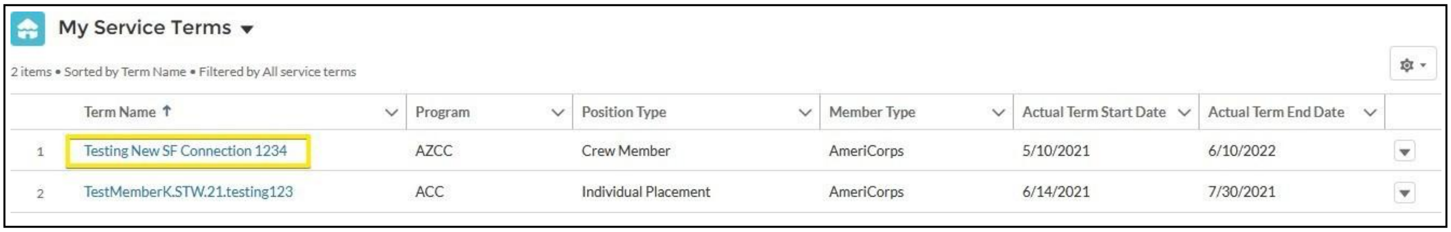


My Service Terms

On the My Service Terms page, you will have access to see some basic information about your term(s) with Conservation Legacy. This includes information on how many hours you have served: for AmeriCorps members, please check the Time Management section regularly to make sure you are on track to meet the hours required for your term length. Please note, it is expected that you may exceed your total minimum required hours.

If you have had more than one position with Conservation Legacy since January 2020, you will see your older terms here as well.

- Click the Service Term Name to view the details for that 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

- By default, this list is sorted by 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 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.

STEWARDS
INDIVIDUAL PLACEMENTS
A program of Conservation Legacy

Frequently Asked Questions

1. **Can travel time between service sites be counted as service time?**
    a. Yes. Member travel time between service sites during a service day is counted as service time; the initial trip to a service site that day, and the time going home from the last site, are considered commuting time and are not counted as service hours.
2. **Can I count time spent voting on my timesheet?**
    a. No. Time spent voting is a prohibited AmeriCorps activity and cannot be included on your timesheet. We encourage AmeriCorps members to vote on their own time.
3. **Prohibited Activities**
    a. AmeriCorps members are prohibited from counting hours when engaging in activities listed here: eCFR :: 45 CFR 2520.65 -- What activities are prohibited in AmeriCorps subtitle C programs?. If you have any specific questions, please follow-up with your Program Coordinator.
4. **What should *not* be included as hours on your timesheet?**
    a. Camp prep/ chores
        i. Cooking/eating meals
        ii. Food shopping
        iii. Cleaning
        iv. Camp set-up/tear-down
    b. Sleeping
        i. For overnight/camp crews, sleeping hours are never allowable for AmeriCorps.
    c. Meal breaks
5. **Can I contribute towards fundraising activities as an AmeriCorps member?**
    a. Any involvement in fundraising activities must be approved by Stewards Individual Placement Corps Director ***IN ADVANCE***. If you anticipate being involved in any fundraising activities, please contact your Program Coordinator.
        i. Fundraising activities include:
            1. Grant writing or supporting grant writing (providing data, reviewing proposals, etc)
            2. Soliciting for donations