SERVE OHIO
Ohio Commission on Service and Volunteerism

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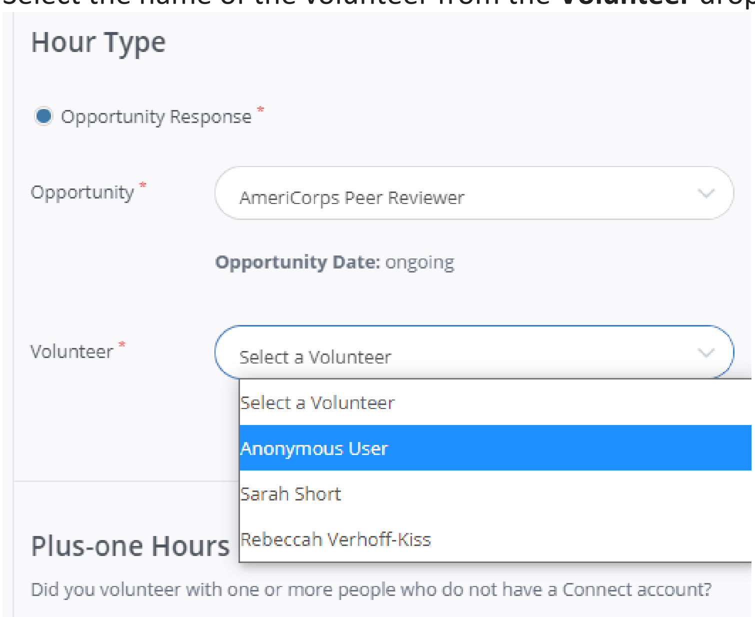
@ServeOhio

Managing Volunteer Hours on Get Connected

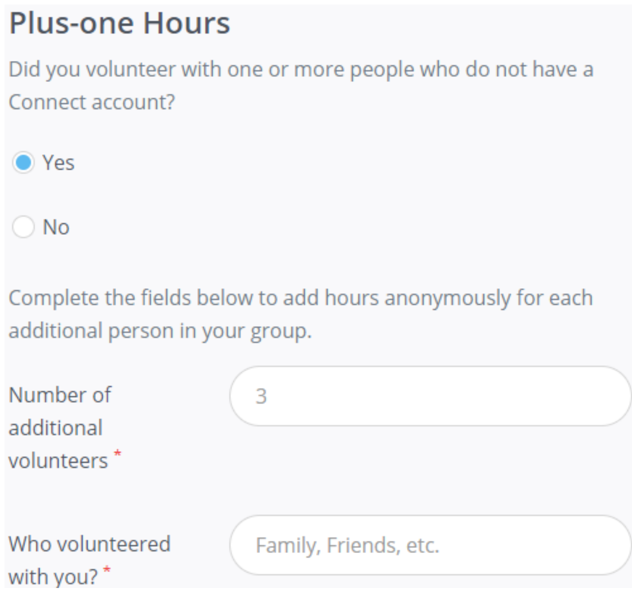
Volunteer hours are managed under the **Time Tracking** tab, which you can access by clicking **My Organization** at the top of your screen.

Adding Volunteer Hours

1. From the organization manager view, click **Time Tracking**.
2. Under the **Hour Type** heading, select the applicable opportunity.
3. Select the name of the volunteer from the **Volunteer** dropdown.



4. Enter the **Date** the hours were earned.
5. Complete the applicable **Hours Details** and **Description** information.
6. Scroll down to select if you want to add Plus-one Hours. This option is used when the volunteer you are entering hours for brought family or friends to help with the opportunity who do not have a registered account. If you select **Yes**, you will be asked to complete additional fields.



7. Click **Submit Hour Entry** to save your work.

Adding Anonymous Hours

Anonymous hours are volunteer hours submitted on behalf of volunteers who are not associated with a particular user account in Get Connected. An organization manager can submit hours for:

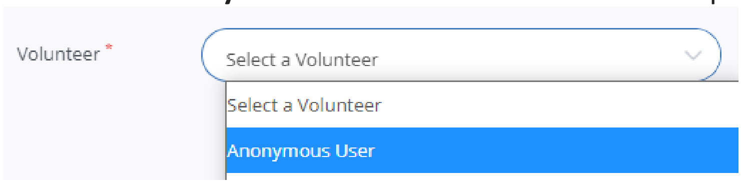
- Groups of volunteers who may or may not have Get Connected accounts
- Volunteers who do not have a Get Connected account

Of course, you should encourage your volunteers to open a Get Connected account so that they can log their own hours. If a user doesn't have an email address or otherwise does not want to open an account, you can still log their hours. Anonymous hours show up in administrative reports but cannot be applied to individual volunteer résumés.

To log anonymous hours as an organization manager:

1. From your organization manager view, click **Time Tracking**.
2. Under the **Hour Type** heading, select the applicable opportunity.

3. Select **Add Anonymous Hours** from the **Volunteer** dropdown.



4. Complete the applicable fields. Use the **Description** field to provide any relevant information about the names of the volunteers, the number of volunteers, etc.
5. Click **Submit Hour Entry** to save your work.

Note: Anonymous hours show up in administrative reports but cannot be applied to individual volunteer résumés.

Approving and Declining Volunteer Hours

Before you can approve a volunteer's hours, the volunteer must respond to an opportunity and submit his or her hours related to that opportunity (via the user's **My Profile** page). As the organization manager, you will receive an email notifying you that hours need to be approved.

To approve (or decline) volunteer hours:

1. Go to the gray **Time Tracking** tab in edit mode. You will see a list of opportunity responses, along with **Pending** statuses in the table shown.

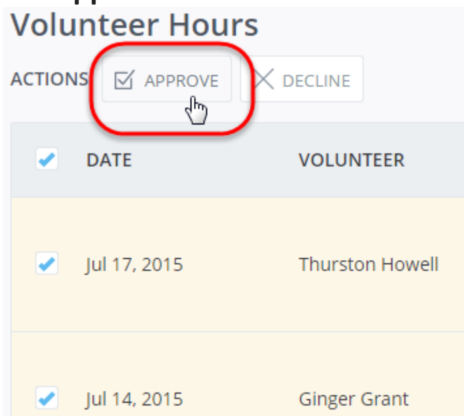
Volunteer Hours

ACTIONS APPROVE DECLINE

DATE	VOLUNTEER	DETAILS	HOURS	MILES	STATUS
Jul 17, 2015	Thurston Howell	Tour Guide of Facility	1.50	5	Pending
Jul 14, 2015	Ginger Grant	Tour Guide of Facility	1.50	1	Pending
Jul 16, 2015	Mary Ann Summers	Tour Guide of Facility	1.50	4	Pending

Note: The table can show the following columns in addition to the ones shown above: Team, Description, and User Group. To view those columns, click **Table Filter** (right above the table, right-hand side) and mark the columns to view. You can also use the Table Filter to hide columns you don't want to see.

2. Approve or decline the hours as applicable. To approve or decline hours for one person, select **Approved** (or **Declined**) from the **Status** dropdown. To approve or decline hours from more than one volunteer, check the boxes for the volunteers and then click the **Approve** button above the table.



3. Click **Yes** to confirm.

All approved opportunities are available for viewing under the gray **Stats** tab.

Using Volunteer Check-in

With Volunteer Check-in, a tool available to both organization managers and volunteers, hours can be logged automatically based on check-in and check-out times.