America Learns

TIMESHEET REVIEW

For Supervisors

AGENDA

1

PURPOSE

Why we invested in the America Learns Impact Suite for you

2

USING IT

How you'll use the Impact Suite's timesheet service

3

MORE

Questions and where to turn for help



WHY WE INVESTED IN THE AMERICA LEARNS IMPACT SUITE

1

Our People

You mean so much to us, and our investment in your awesomeness is what fuels our impact. You need the right tools.

2

Our Time

We looked long and hard to find the easiest, most efficient system out there.
We don’t have time to waste.

3

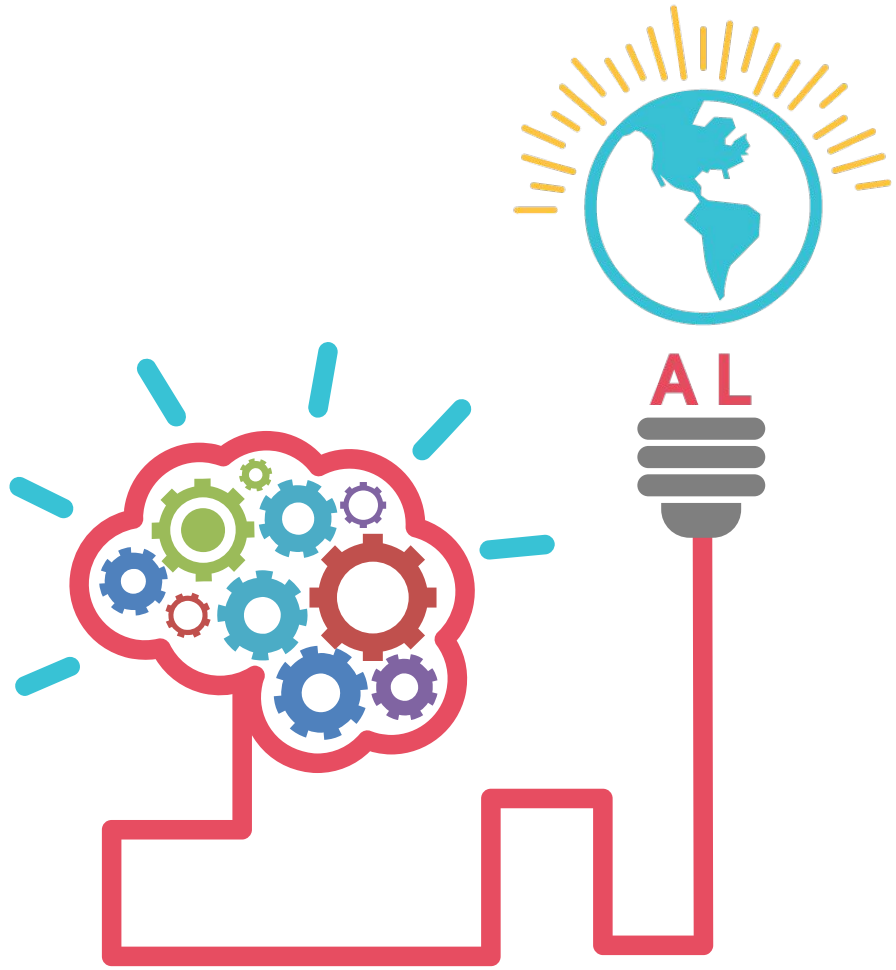
Our Hearts

The ideas, innovation and effort that you create daily is at the heart of everything we do.
We’ve got to harness that to keep getting better.

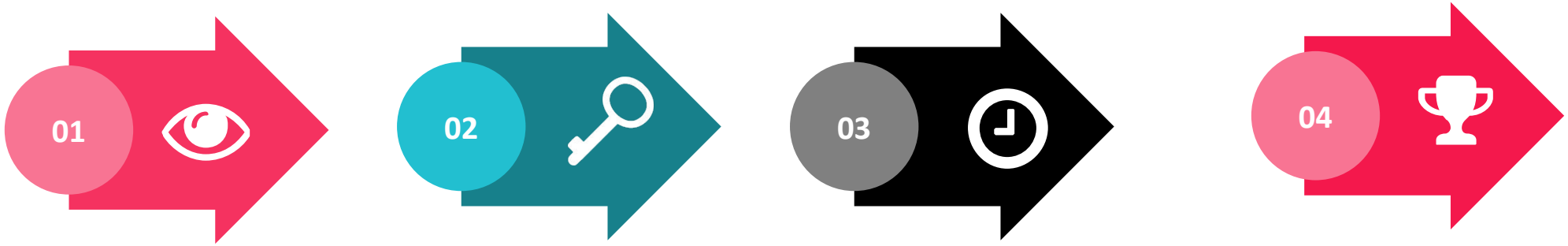
4

Our Data

Our data can teach us and shine a light on our impact. (Yes, even timesheet data!!!)
Our America Learns Impact Suite makes sure we have time to learn.



TIMESHEET SIGNING FLOW



Get Notified

America Learns will send an email notification when a Reporter submits or resubmits a timesheet.

Log In

Log in to America Learns.

Approve/Reject

Approve or reject Reporter timesheets.

Get On With Your Day

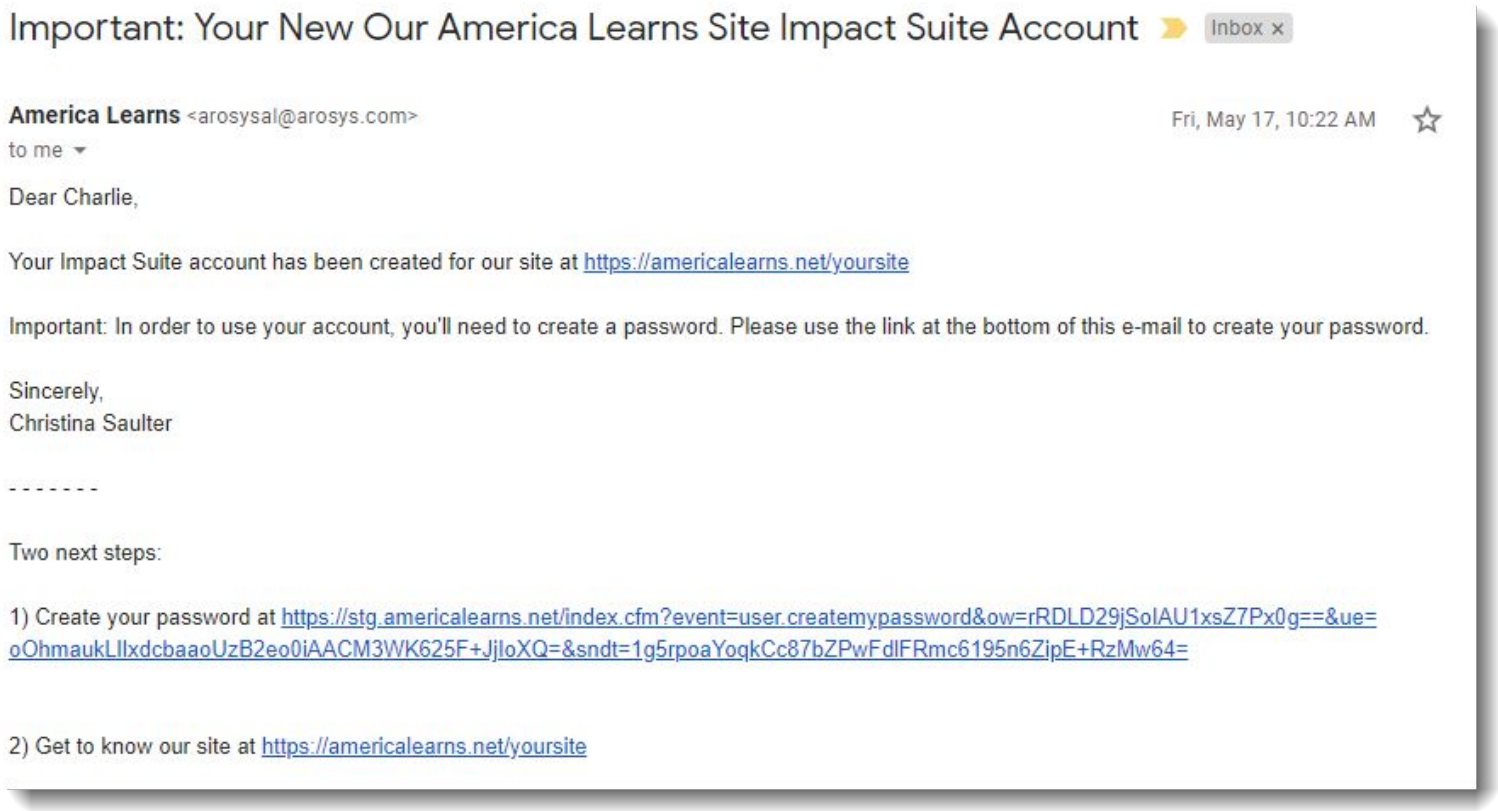
You've got important things to do.

Timesheets shouldn't get in the way.

getting started

CREATE YOUR PASSWORD

When an account has been created for you, you'll get an email like this:



Important: Your New Our America Learns Site Impact Suite Account Inbox ×

America Learns <arosysal@arosys.com> Fri, May 17, 10:22 AM

to me

Dear Charlie,

Your Impact Suite account has been created for our site at https://americalearns.net/yoursite

Important: In order to use your account, you'll need to create a password. Please use the link at the bottom of this e-mail to create your password.

Sincerely,
Christina Saulter

- - - - - - -

Two next steps:

1) Create your password at https://stg.americalearns.net/index.cfm?event=user.createmypassword&ow=rRDLD29jSoIAU1xsZ7Px0g==&ue=oOhmaukLIlxdcbaaoUzB2eo0iAACM3WK625F+JjIoXQ=&sndt=1g5rpoaYoqkCc87bZPwFdlFRmc6195n6ZipE+RzMw64=

2) Get to know our site at https://americalearns.net/yoursite

Use this link to create your password*:

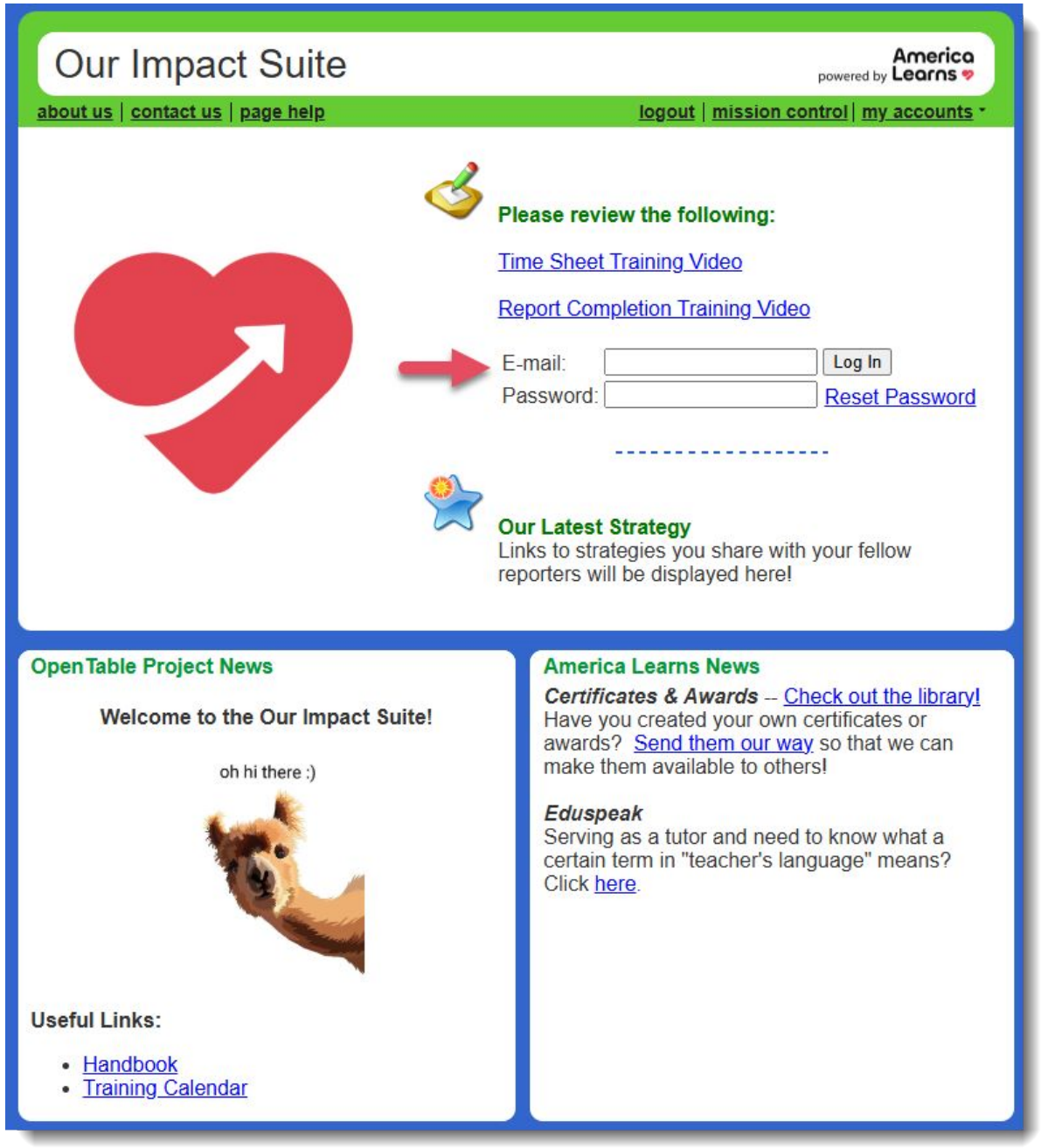
***PLEASE NOTE:** This "create your password" link will be active for 24 hours only.

LOG IN

You will log in to your America Learns Impact Suite here:

https://americalearns.net/xxxx

Save this address to your favorite web browser (Chrome, Firefox, Explorer, etc.).



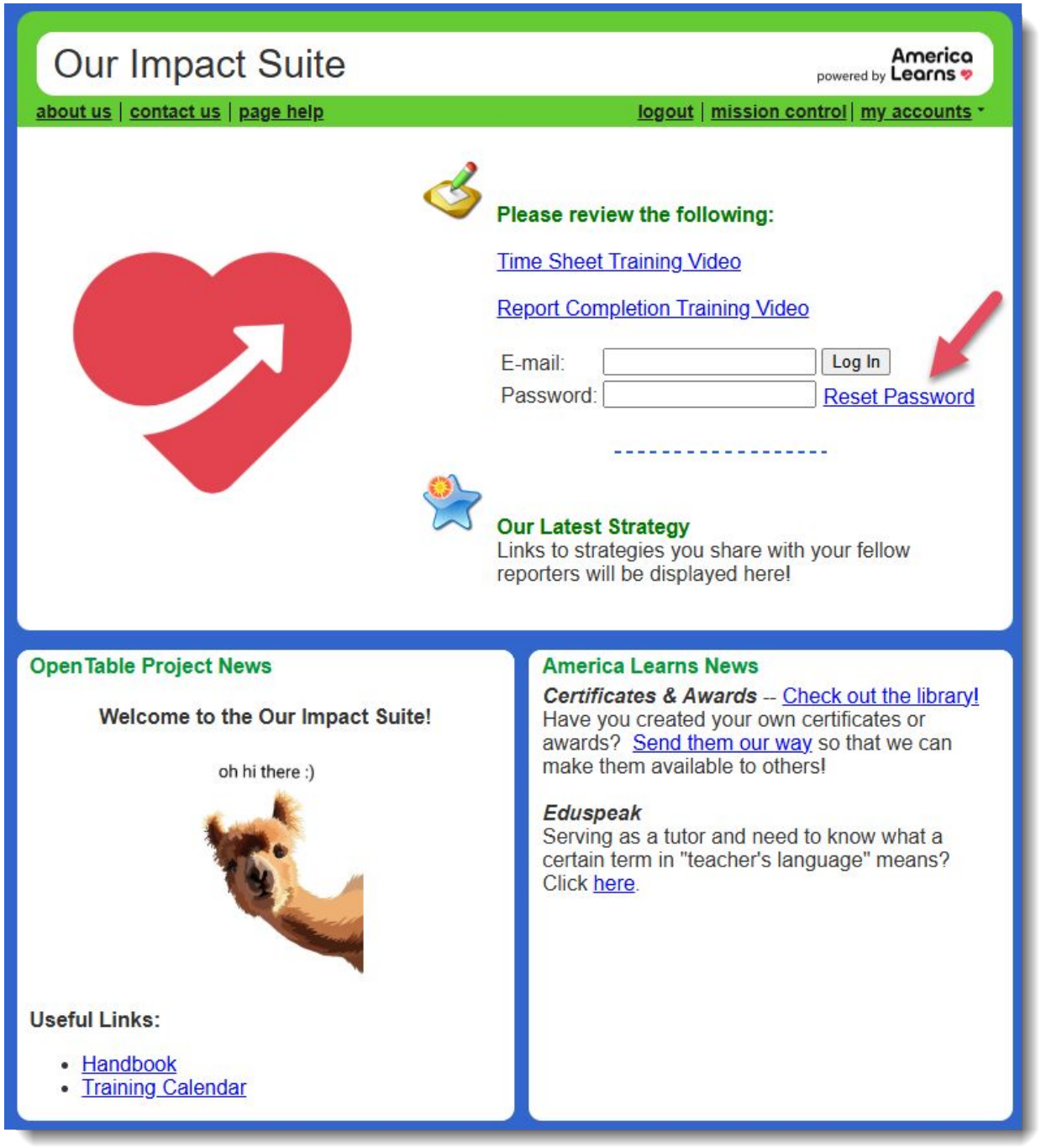
PASSWORD RESET

Requesting a password reset

1) If you don't set up your account within the 24-hour email window. Please visit our homepage here:

   https://americalearns.net/xxxx

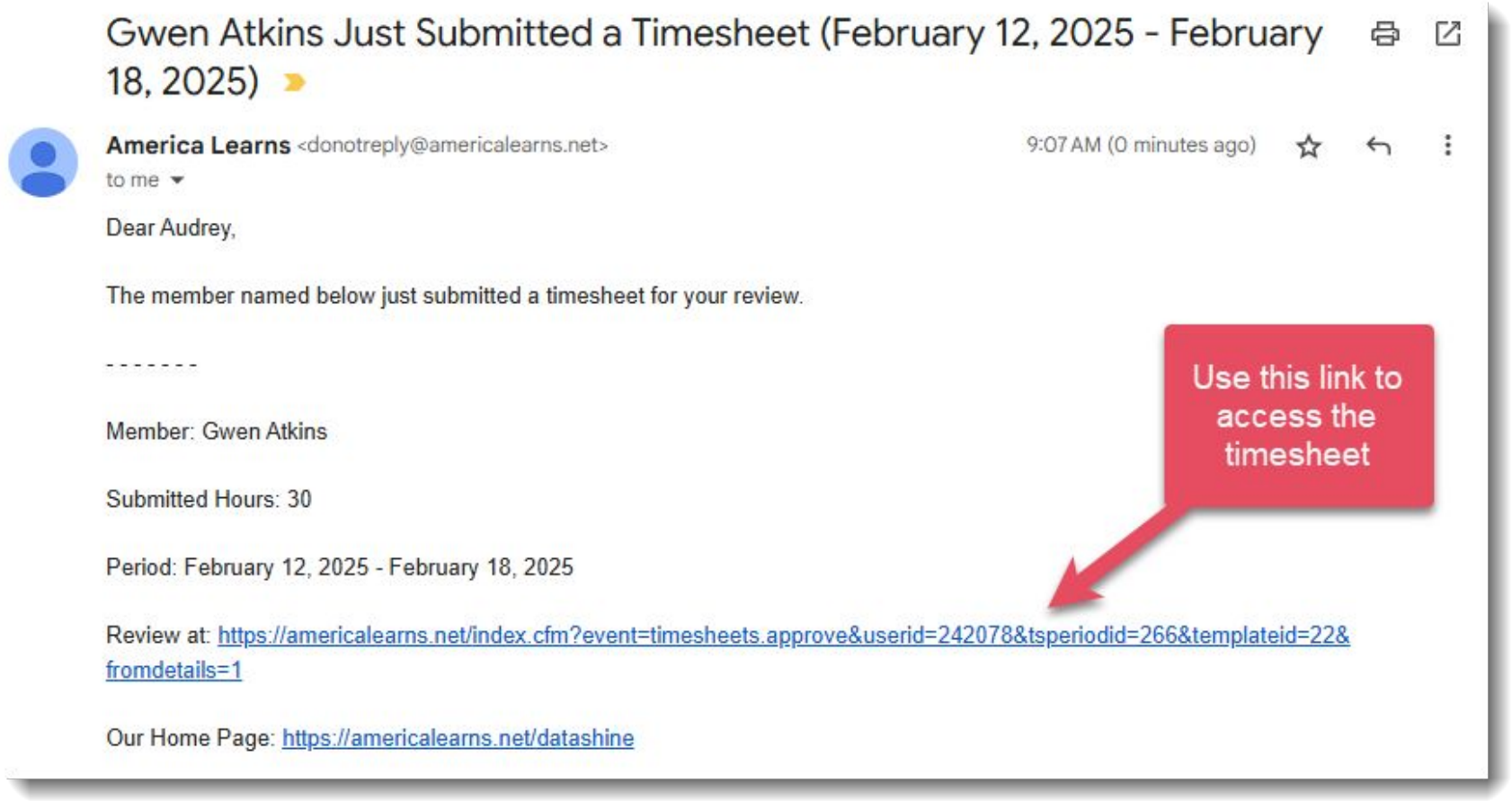
2) Click **Reset Password** and type in the email used to create your account. You will be sent a fresh link.



reviewing timesheets

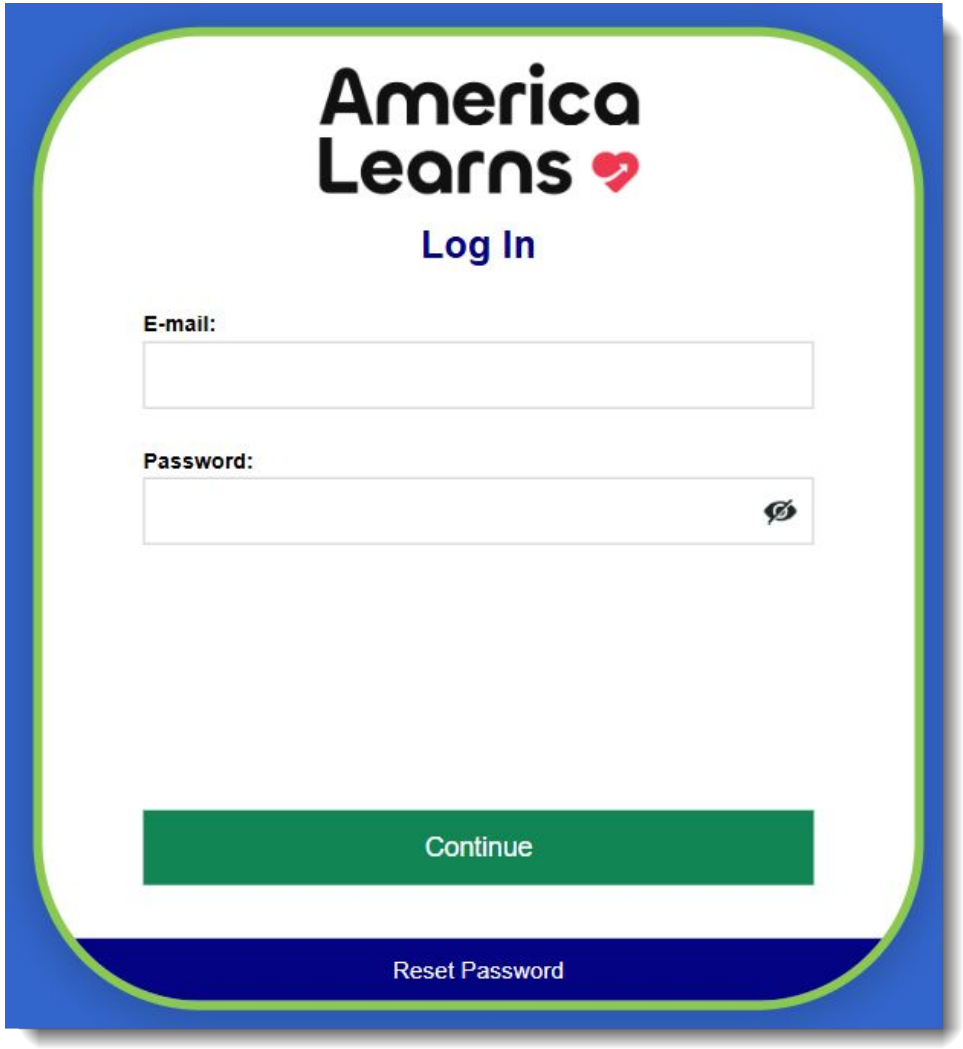
REVIEWING TIMESHEETS

America Learns will send an email notification when a Reporter submits or resubmits a timesheet.



REVIEWING TIMESHEETS

Log in here:

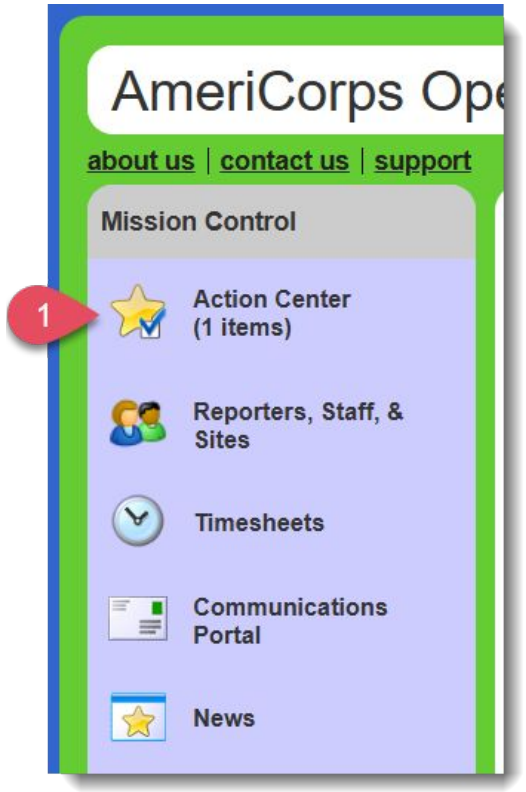


NAVIGATE TO YOUR ACTION CENTER

1

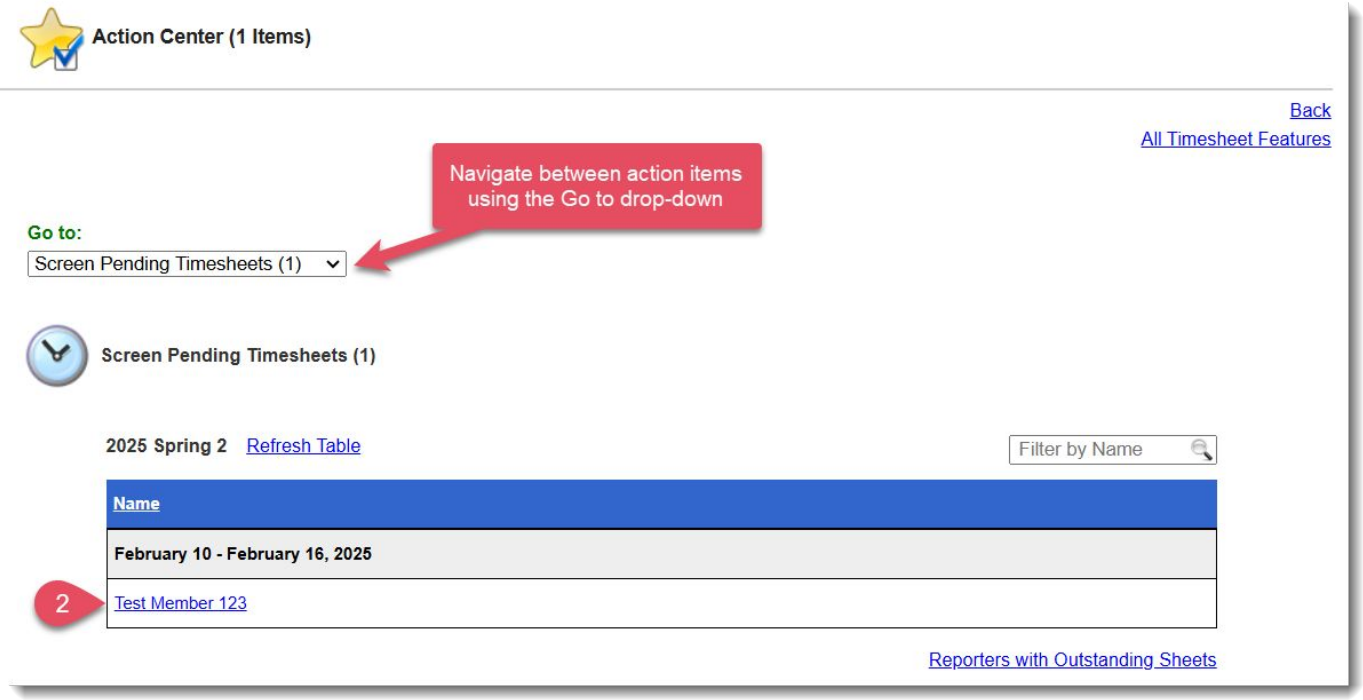
On the left, click **Action Center**

The number listed is the number of items you have to review!



2

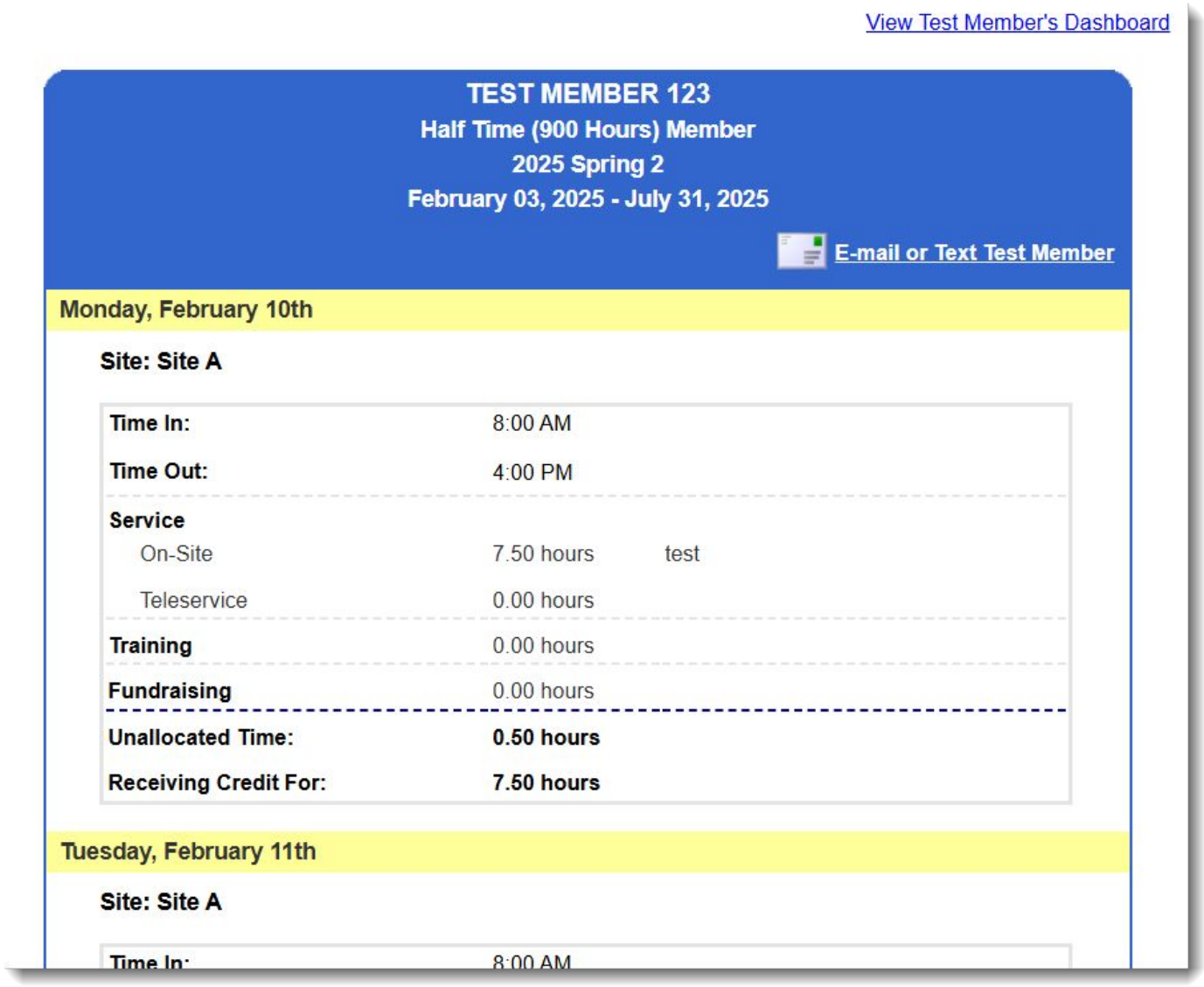
Select the name of the reporter whose timesheet you'd like to review.



Review the daily breakdown

When the timesheet opens, you'll see a day-by-day breakdown of that reporter's time.

IMPORTANT: Please follow the instructions in the next slides for how time should be allocated on timesheets.


View Test Member's Dashboard

TEST MEMBER 123
Half Time (900 Hours) Member
2025 Spring 2
February 03, 2025 - July 31, 2025

E-mail or Text Test Member

Monday, February 10th

Site: Site A

Time In:	8:00 AM	
Time Out:	4:00 PM	
Service		
On-Site	7.50 hours	test
Teleservice	0.00 hours	
Training	0.00 hours	
Fundraising	0.00 hours	
Unallocated Time:	**0.50 hours**	
Receiving Credit For:	**7.50 hours**	

Tuesday, February 11th

Site: Site A

Time In:	8:00 AM

Options for “I did not serve.”

“I did not serve.” Option	When to use it.
Enter	Description of when to use this option.
Enter	Description of when to use this option.
Enter	Description of when to use this option.
Enter	Description of when to use this option.
Enter	Description of when to use this option.

Service

Category	When to use it.
Description of option	Description of when to use this option.
Description of option.	Description of when to use this option.
Description of option	Description of when to use this option.
Description of option	Description of when to use this option.
Description of option	Description of when to use this option.

Training

Category	When to use it.
Description of option	Description of when to use this option.
Description of option.	Description of when to use this option.
Description of option	Description of when to use this option.
Description of option	Description of when to use this option.
Description of option	Description of when to use this option.

Fundraising

Category	When to use it.
Description of option	Description of when to use this option.
Description of option.	Description of when to use this option.
Description of option	Description of when to use this option.
Description of option	Description of when to use this option.
Description of option	Description of when to use this option.

Unallocated Time

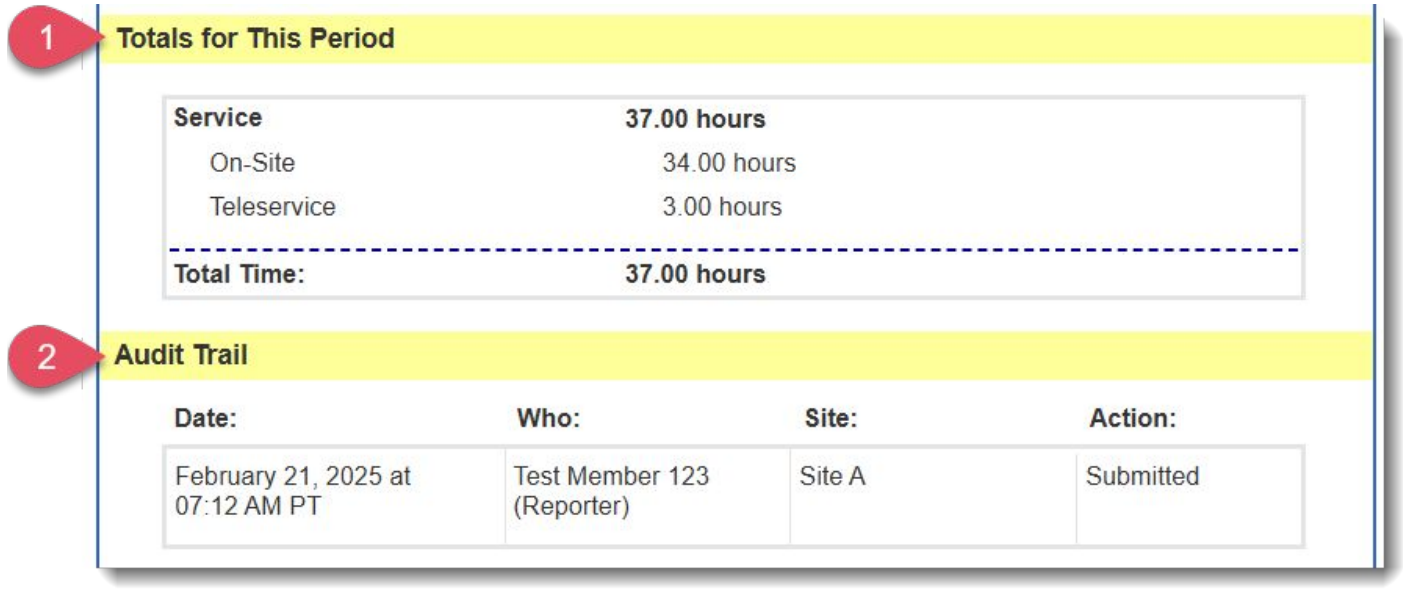
Unallocated Time	Program Policy
Description of option	Description of when to use this option.
Description of option.	Description of when to use this option.
Description of option	Description of when to use this option.
Description of option	Description of when to use this option.
Description of option	Description of when to use this option.

Review timesheet period totals

At the bottom of the sheet, you'll see:

1) A summary of **Totals for This Period**

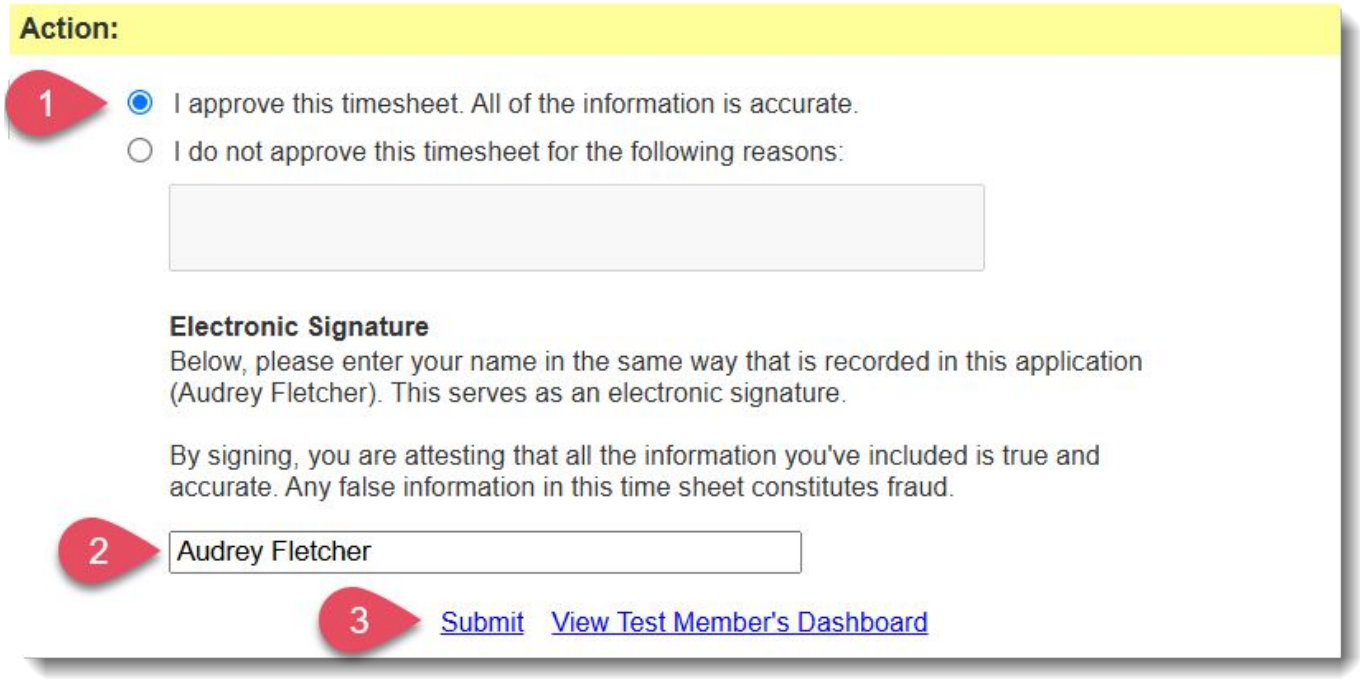
2) The **Audit Trail**



Approving a timesheet

If everything on the timesheet looks accurate:

1. Click the **I approve this timesheet** option.
1. Sign the sheet.
1. Click **Submit**.



Rejecting a timesheet

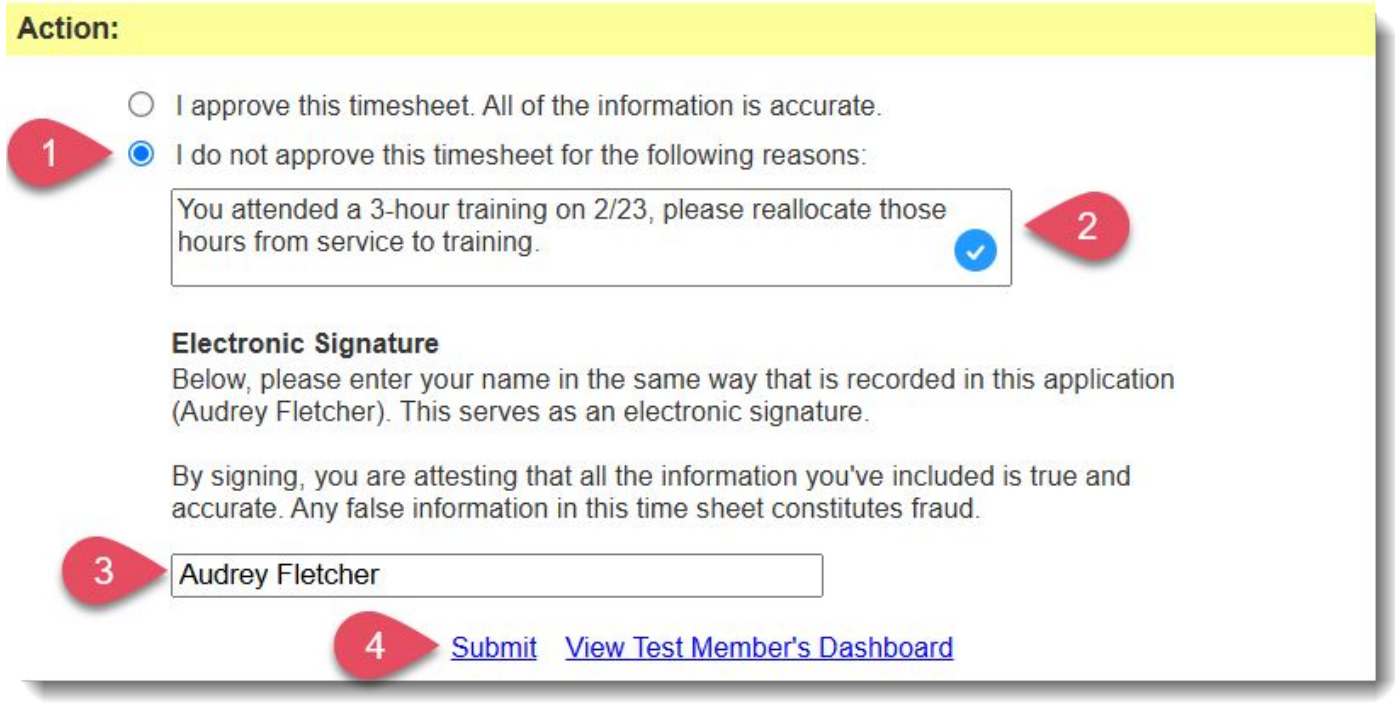
If you find an error in the timesheet:

1. Click the **I do not approve this timesheet** option.

2. Enter a detailed reason, which the reporter will use to correct any mistakes.

1. Sign the sheet.

1. Click **Submit**.



What happens next?

An email will be sent to the reporter notifying them that they need to correct their timesheet.

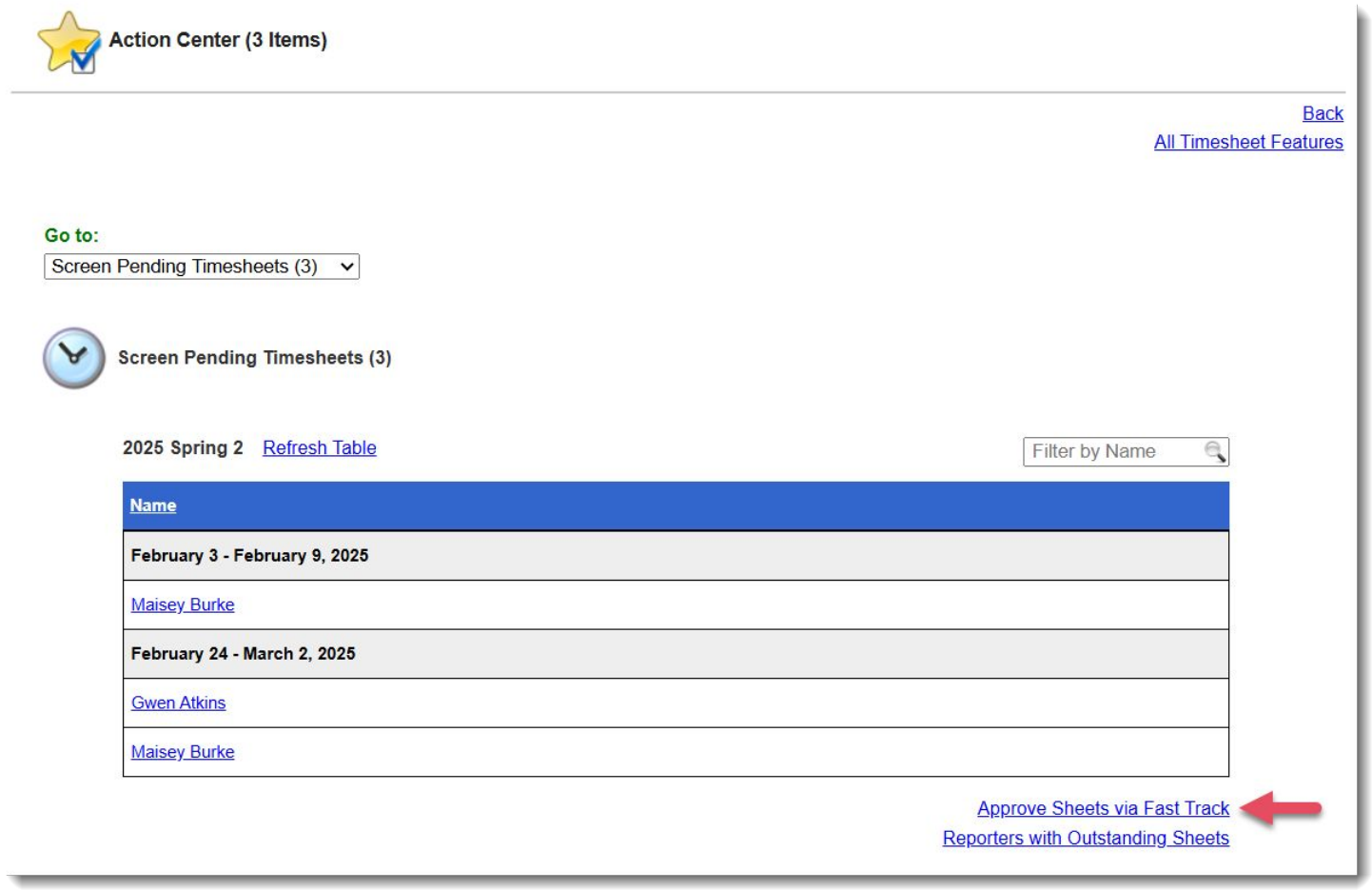
When the timesheet is re-submitted you'll get a new notification and will need to review it again.

fast track

REVIEWING TIMESHEETS: FAST TRACK

Fast Track

You'll find the option to approve Timesheets via Fast Track in the bottom-right corner of your Action Center.

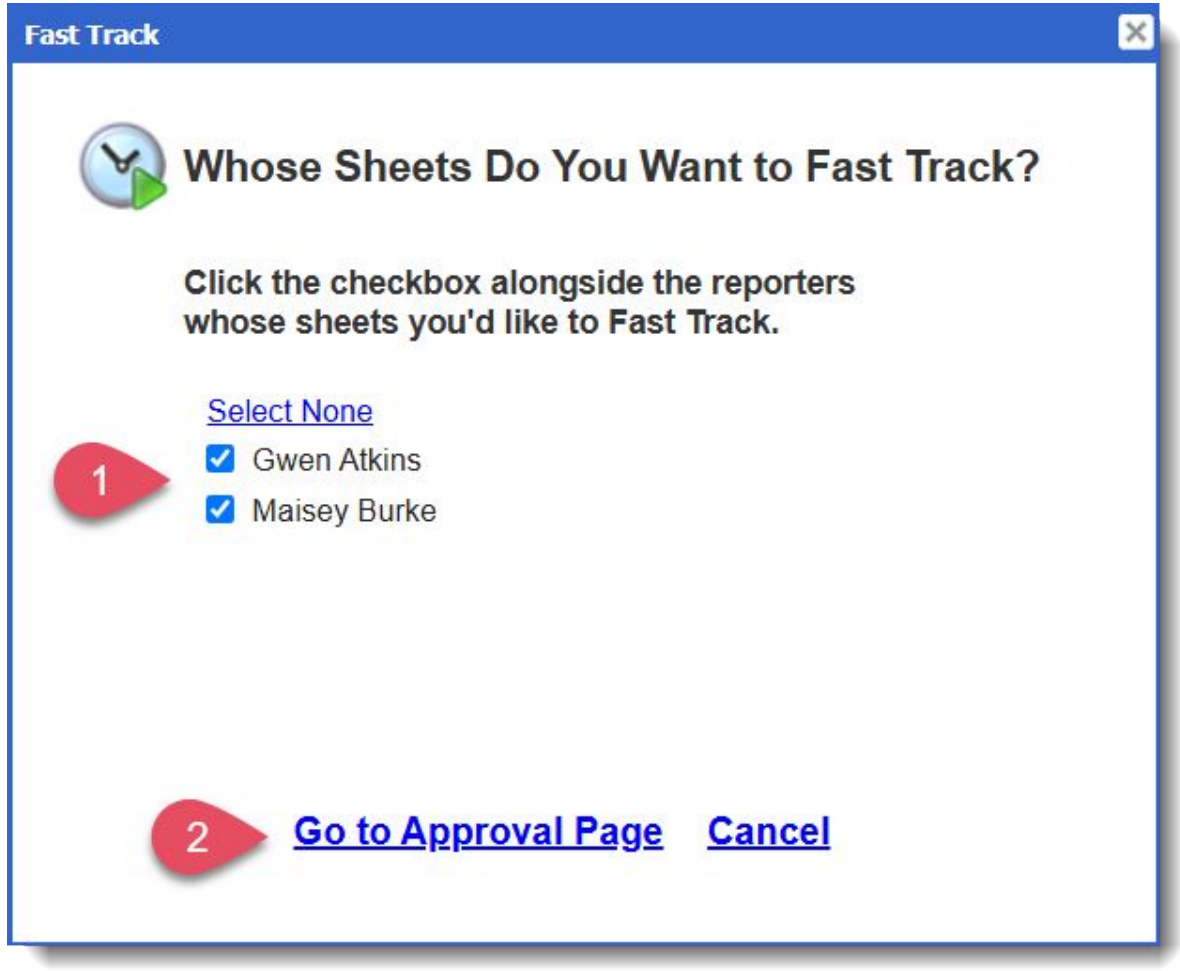


REVIEWING TIMESHEETS: FAST TRACK

Fast Track

1. Select the checkboxes next to the names of each Reporter for whom you'd like to review timesheets.

2. Select **Go to Approval Page**

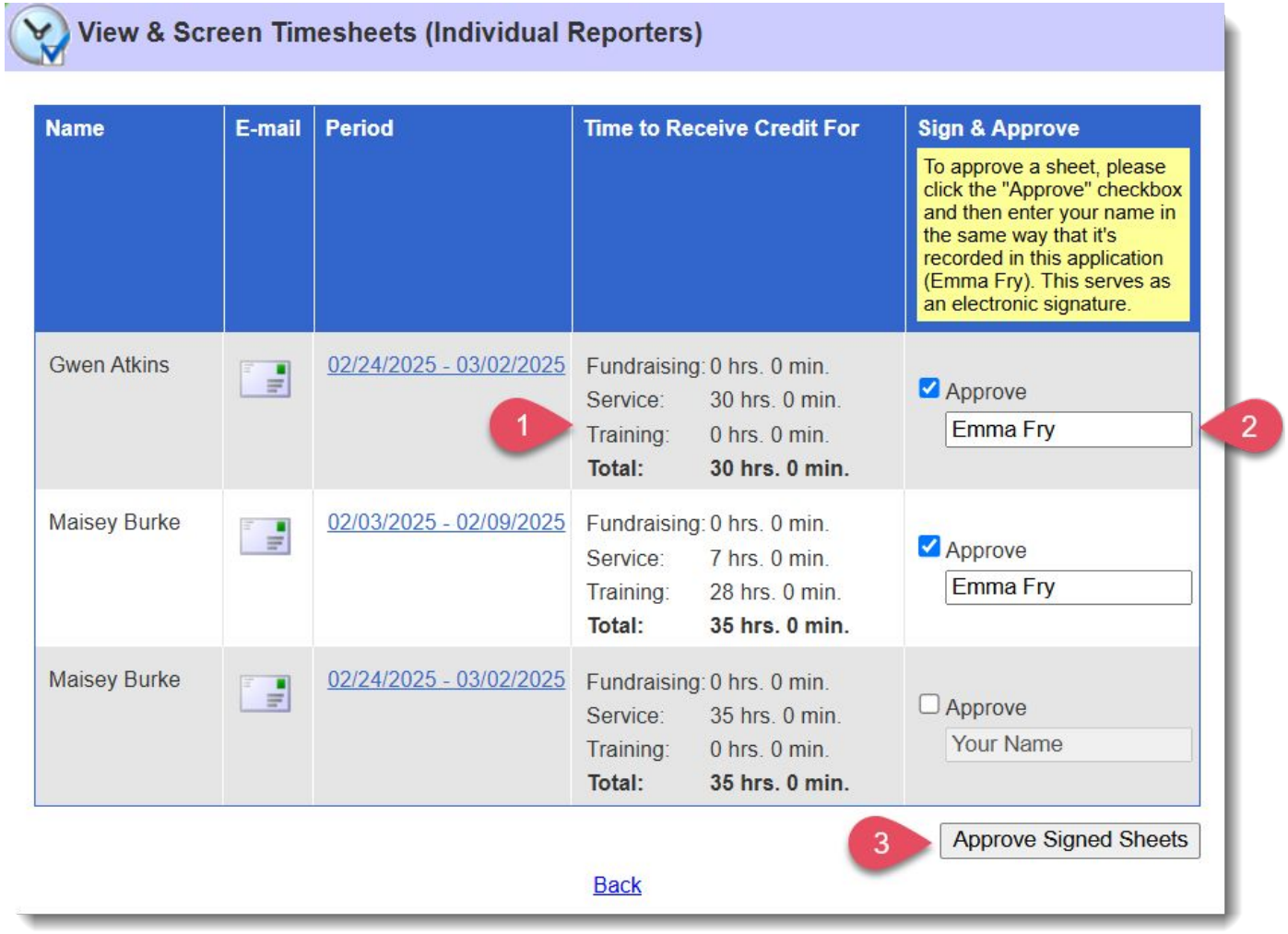


Fast Track: Approving Sheets

1. Review timesheet period summaries for each Reporter.

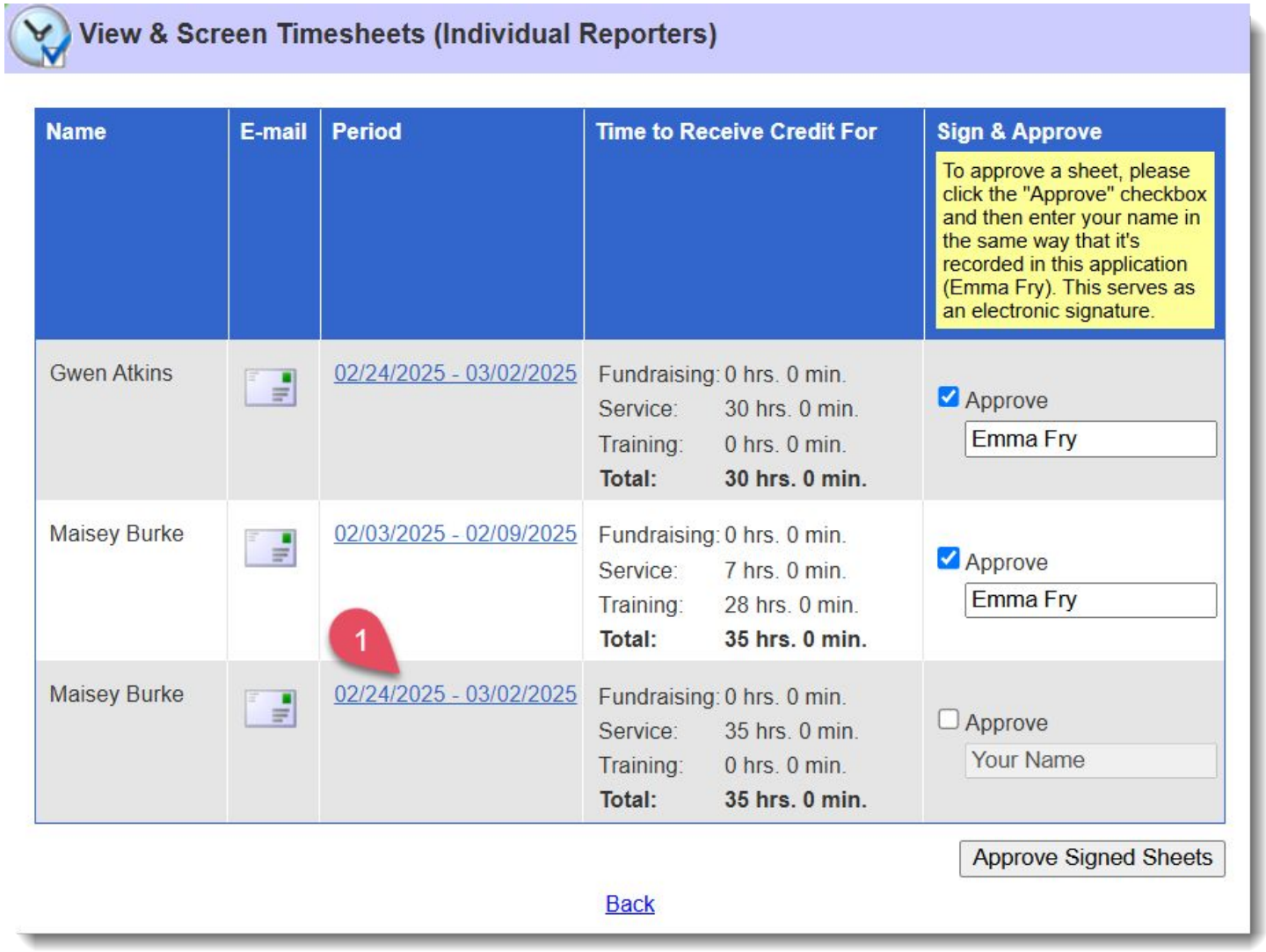
1. Approve a timesheet by clicking the **Approve** checkbox and signing your name.

1. Then, click the **Approved Signed Sheets** button.



Fast Track: Rejecting Sheets

1. To more closely review a sheet, click the **Timesheet Period** link to see the entire sheet in a separate window and, if need be, to **reject** the sheet at issue.



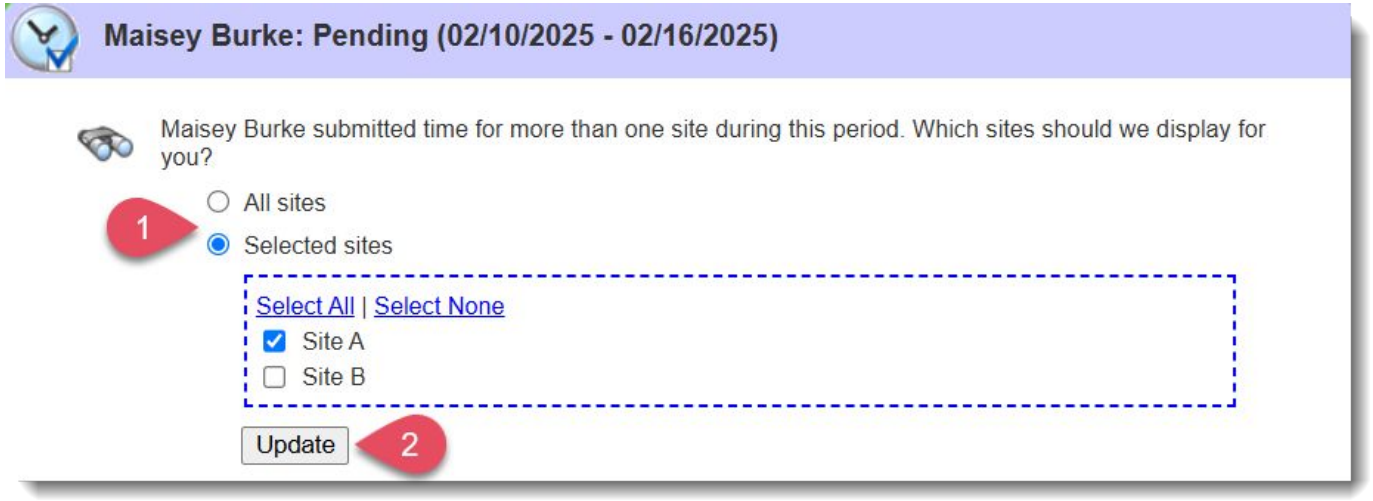
multiple sites

Multiple Sites

If you supervise more than one site, and if your Reporter submitted time for more than one site that you support, you will see the following at the top of their timesheet:

1. You can either display time for **All sites** or **Selected sites**.

2. After making your selection, click **Update**.

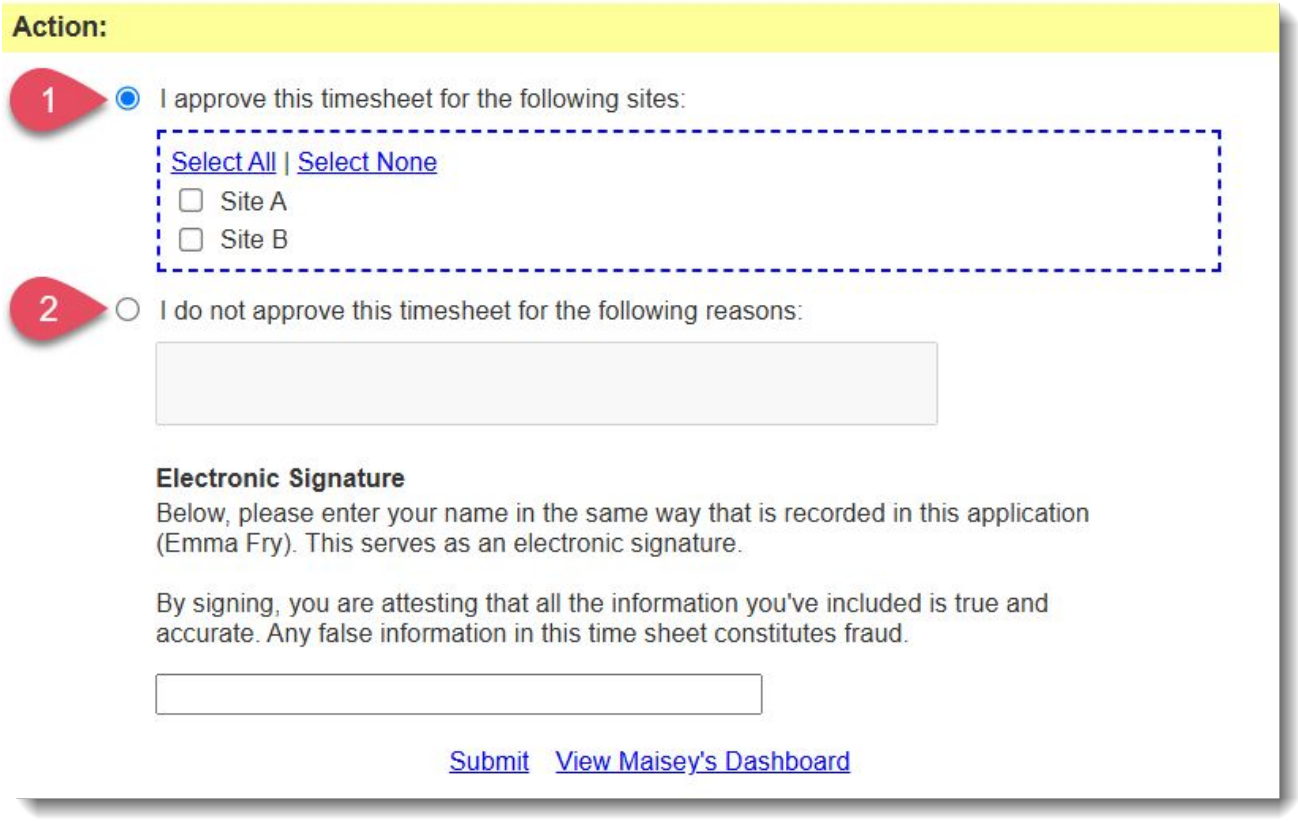


Multiple Sites

Likewise, if you supervise more than one site, and if your Reporter submitted time for more than one site that you support, you will see the following in the **Action** section on their sheet:

1. You can **Approve** the timesheet for one, some, or all of the sites by clicking **Submit**.

1. Or, you can **Reject** the timesheet by clicking the **I do not approve** dial and clicking **Submit**.

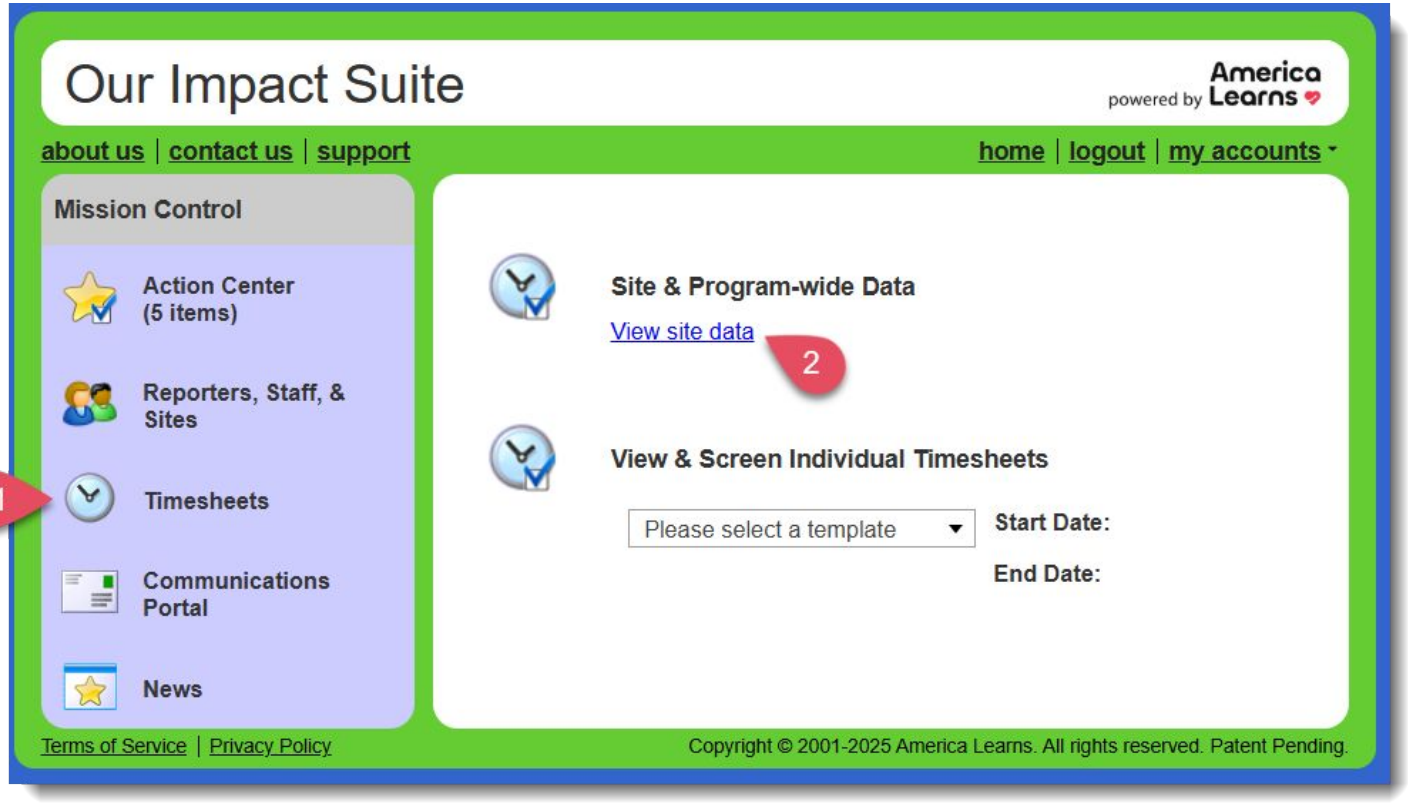


useful reports

Finding Reporters Who Need to Submit Sheets

1. In your **Mission Control**, go to **Timesheets**.

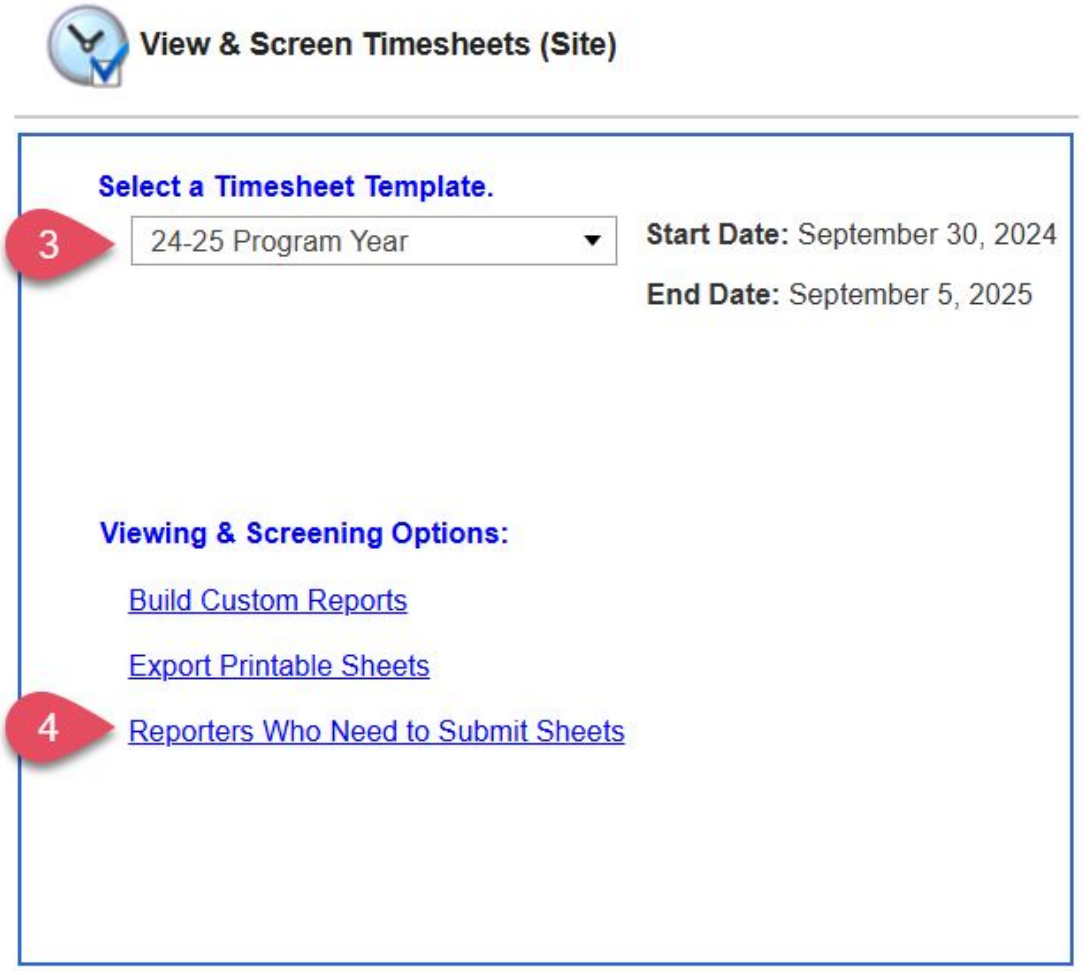
1. Click **View site data**.



Finding Reporters Who Need to Submit Sheets

3. Choose your **template** from the drop-down menu.

3. Click **Reporters Who Need to Submit Sheets**.

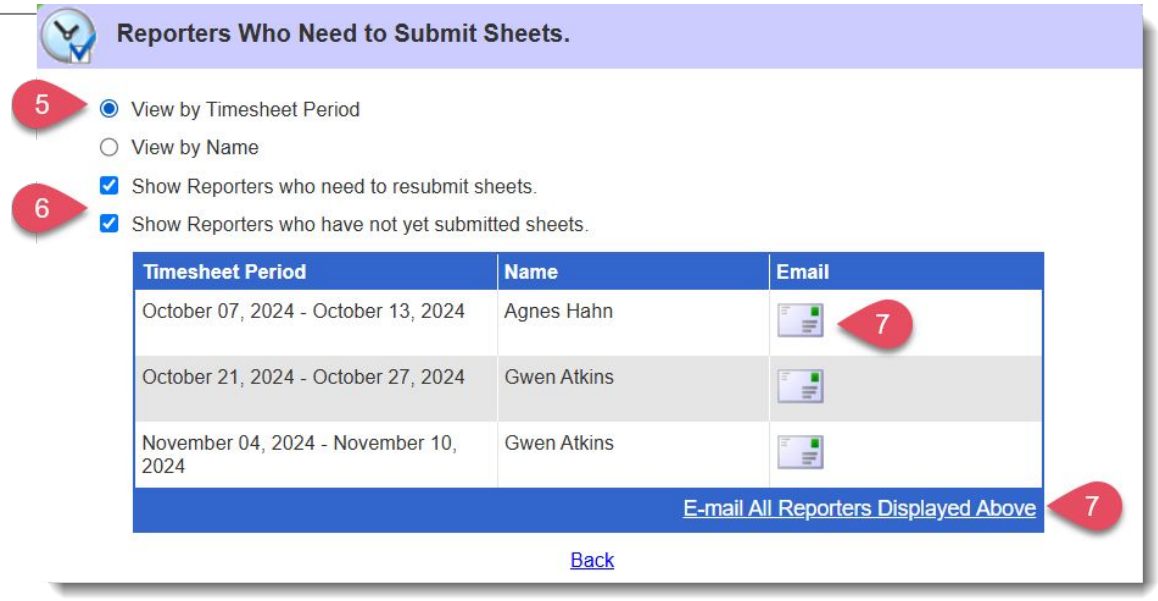


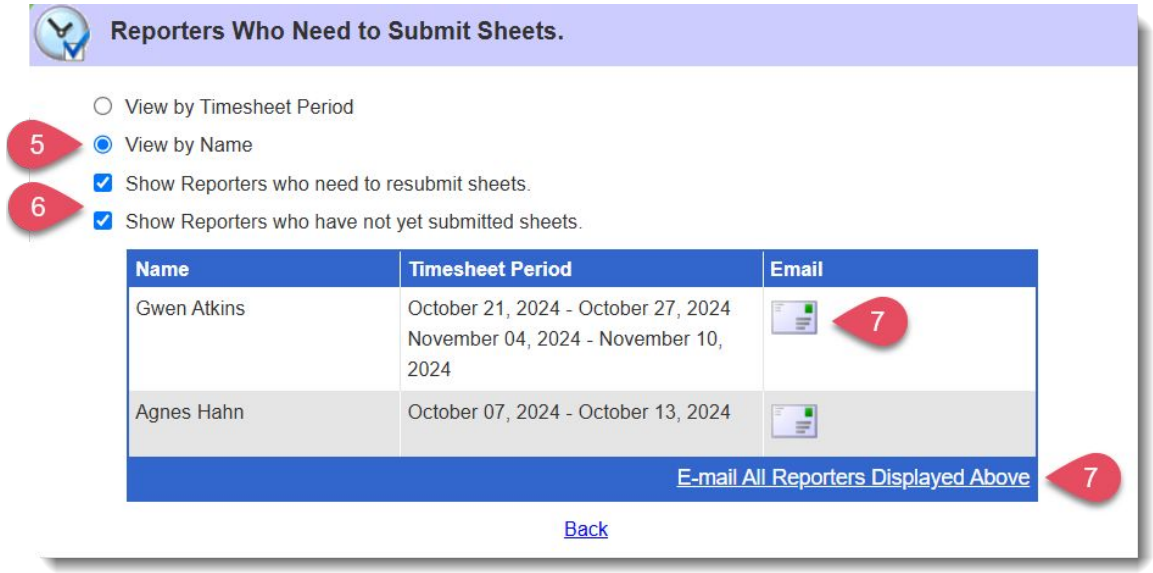
Finding Reporters Who Need to Submit Sheets

5. Choose how you would like to view the report:
   - View by Timesheet Period
   - View by Name

6. Choose which reporters to review.

5. Use America Learns to email individuals by clicking the icon or click **Email All Reporters Displayed Above** to communicate with a group.





more tips

Use America Learns to Communicate with Your Reporters

To email or text Reporters:

1) Log in

2) On the left, in your **Mission Control**, click **Manage Reporters, Staff and Your Account**.

3) Find the **Communications Portal**.

4) The system will copy you on any emails you send, and any replays will come to your username (email address).









ALERTS AND REMINDERS



TIMESHEET AVAILABLE TO SCREEN

You'll get an email from the system whenever your Reporter(s) submits a new timesheet for your review.

TIMESHEET IS RESUBMITTED

You'll get an email from the system whenever your Reporter(s) resubmit a sheet you or another reporter of your team has rejected.

LATE TIMESHEETS

You'll get an email when sheets are overdue for screening.

OTHER COMMUNICATIONS

Our team will use America Learns to blast out other important communications via email/text.

DESIGNED TO BE CONVENIENT

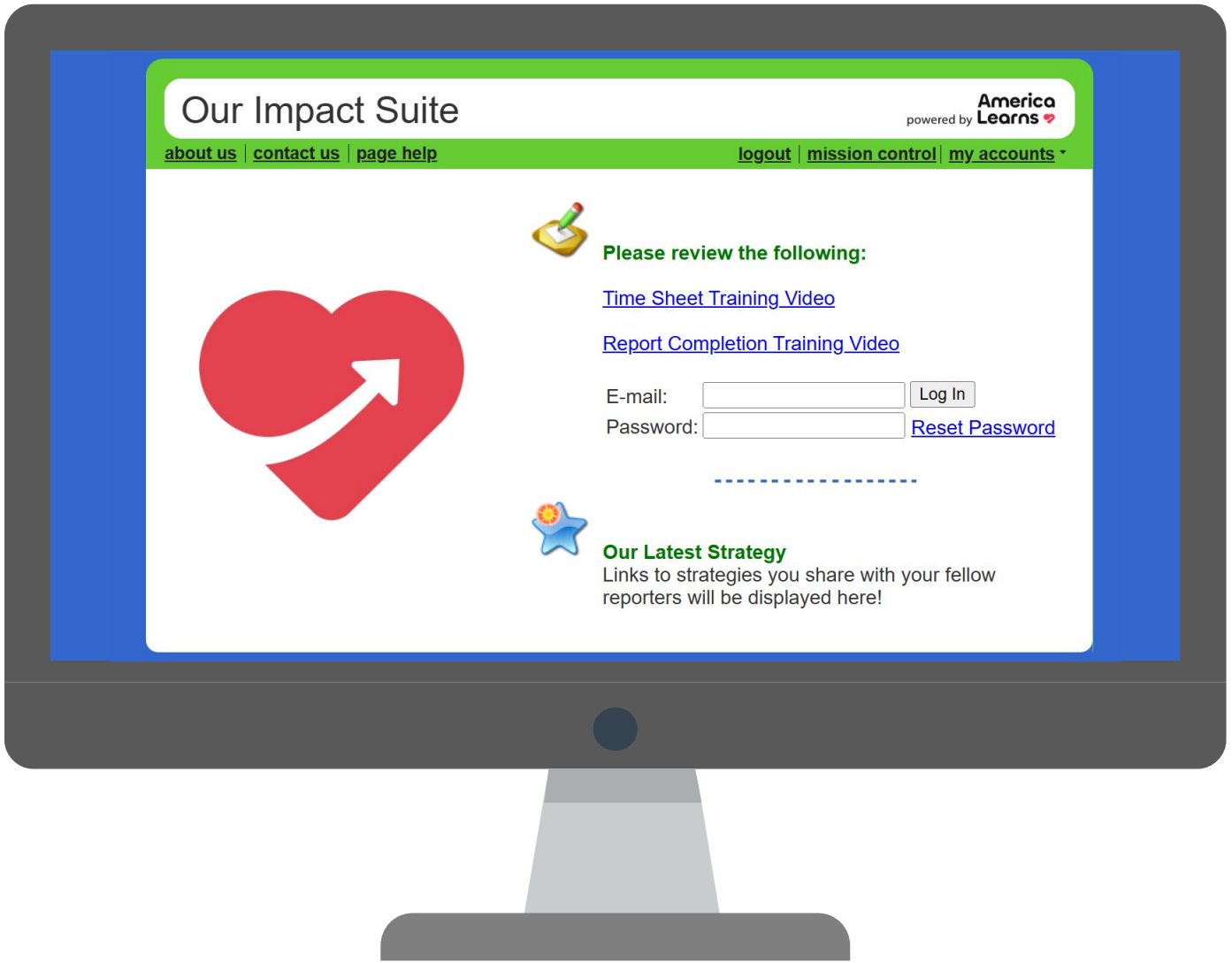
ANYWHERE THERE'S AN INTERNET CONNECTION

COMPUTERS

SMART PHONES

TABLETS

EASY TO USE ANYWHERE





QUESTIONS

getting support

WHERE TO TURN FOR HELP

WE ARE HERE FOR YOU

Need Help?

NAME:

EMAIL:

PHONE:

TEXT:

NAME:

EMAIL:

PHONE:

TEXT:

CALL US