Guide for:

ADDING A VOLUNTEER TIMESHEET

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Anticipated Audience(s):	ALUMNI ASSOCIATIONS
	VOLUNTEER RELATIONS
	Version 1.0 – last updated Feb. 27, 2019

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Timesheets and Jobs

In Ali CRM, a **timesheet** represents an instance during which a constituent offered volunteer support for your organization. Timesheets contain information about the dates and times a volunteer completed assigned jobs (often on behalf of an alumni association, for example.) A **job** represents a type of task or piece of work a volunteer can complete, and a **job occurrence** is a specific instance of the job.

The **Volunteer** tab only appears after the volunteer constituency is added to a constituent record:
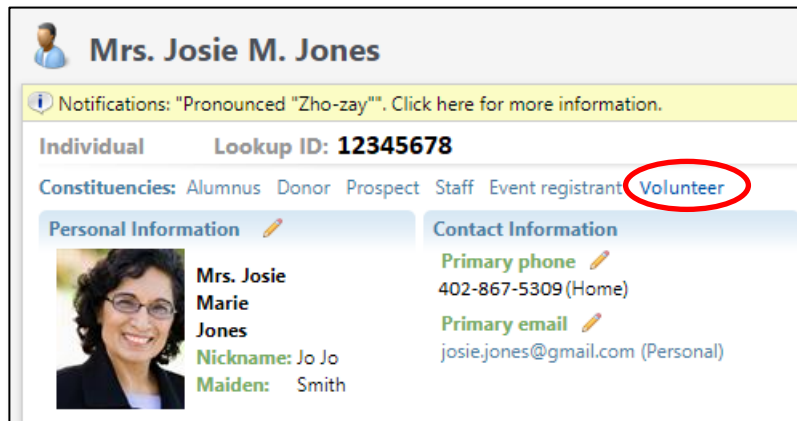
If the volunteer constituency is *not* present on a record and you wish to enable tracking of volunteer activity for that constituent, please email the constituent's name and LookupID to biographicalrecords@nufoundation.org to have the volunteer constituency (and tab) added.

Adding a timesheet

1. Navigate to the **Volunteer** tab and the **Timesheets** sub-tab of a constituent record.
2. Click **Add**.
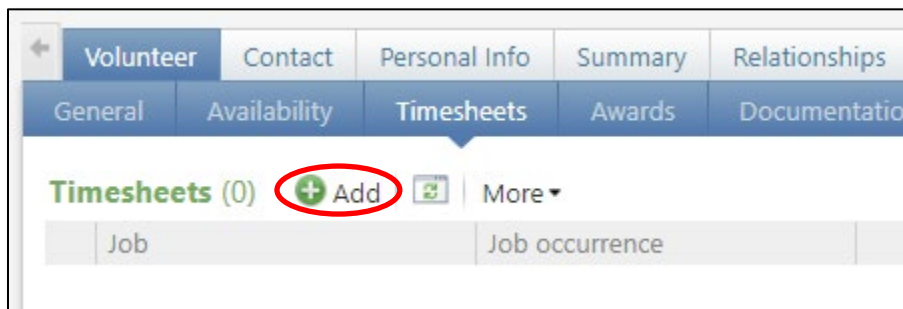
3. Click the magnifying glass to search for the job occurrence.

4. The **Job Occurrence Search** window opens, allowing you to search by multiple fields.
   Tip: Click the **Search** button to generate a list of results. If it is unclear what job occurrence you should select or you don't see your job occurrence, please email Stephanie Krebs (stephanie.krebs@nufoundation.org).

   Once you've located your specific job occurrence, click **Select**.

5. The only other required field is the **Start date**.

   OPTIONAL: If the **End date** and/or **Hours worked** are known, then populate the fields.
   Tip: Use the **F3** function key to insert today's date.

   Click **Save**.

6. The volunteer activity will be recorded on the constituent record. If needed, it can be edited or deleted by clicking the chevron to the left of the job occurrence entry that needs to be changed: