

**File Creation:**

Create a folder labeled “**Energy Express Timesheets** “ , without quotes, on your hard drive or high volume portable (i.e., Thumb Drive) media.

Download the Timesheets from the resource page on the Energy Express website and save in the “**Energy Express Timesheets**“ folder you have created.

You should have 3 files:

- **SiteSupervisorTimesheet.xls**
- **VolunteerCoordinatorTimesheet.xls**
- **MentorTimesheet.xls**

For each mentor, volunteer coordinator, and site supervisor, do the following

1. Open the appropriate file.
2. Select the File>Save As...> Menu choice
3. In the “File name:” text box, name the file using the following protocol:
4. *SiteName\_NAME*, replacing *Site Name* with the name of your site and *NAME* with the mentor, volunteer coordinator, or site coordinator name as needed. For example, save as Philippi\_CherylHawkins.xls  
NOTE: You should now have one “.xls” file for each member of your site.

**Entering Time:**

1. Each person needs to fill in his or her name and choose the site and county name from the drop down lists.
2. Have each site team member fill in each day’s service hours on a daily basis. It is important the hours are entered in the correct category (see chart for examples). Be sure to save after entering each day’s information.

Category	Example
Connecting with Community (VCs only)	Time spent on volunteer recruitment and public relations.
Service with Children (Mentors Only)	Time spent on room set-up/clean-up and daily activities with children.
Connecting with Families	Time spent on home visits and telephone calls.
Community Service Project	Time spent planning community service project and performing service.
Member Development (not to exceed 20% of total hours for duration of program)	Time spent at Site Team Training, reflection activities and the End of Service Celebration.

- Finally, each team member should save their timesheet and print 2 copies to sign and date. One copy should be placed in the team members file onsite. The other copy should be mailed no later than the following Monday to:

Energy Express  
 PO Box 6602  
 706 Allen Hall  
 Morgantown, WV 26506-6602

**NOTE: All signatures must be completed in BLUE ink.**

**Hours for Site Team Training:**

- These hours should be entered as Member Development Hours

Wednesday	5.5 hours (plus travel)
Thursday	10 hours
Friday	4 hours (plus travel)

**Excused Absences:**

- If absence forms were not completed at Site Team Training, then the site supervisor will need to email notification and fax supporting documentation (if applicable) to the Energy Express state office.
- The approval form and any supporting documentation should be submitted with that week's timesheet.
- Zero hours should be recorded on the member's timesheet for the day the absence occurred.

**Changes to Previous Weeks:**

If a record needs to be altered for a time period already submitted please follow these steps

- Site supervisor must circle the change and initial.
- Attach written explanation.
- The member will need to sign the new amended timesheet.

\*This is not applied to a situation where hours have been added for the weekend after a timesheet was mailed on Friday. In this case simply insert the hours on the appropriate date and submit the following week.

**Additional Notes:**

- Members must be on site 6 hours each day.
- Members must have 300 hours by August 7<sup>th</sup>.
- Written explanation will need to be provided for any member recording more than 10 hours in one day.