VOLUNTEER ON-LINE TIME REPORTING

Go to www.oregon.gov/dhs/volunteer
* Click on "Volunteer Log In"
* Type in your "user name" and "password" and click "log in"
* Click on "Report My Service"
* You should see "Volunteer Services Clerical Support ORDHS Volunteer Reporting form" in the window. If not; use the dropdown arrow to select it.

REPORTING HOURS DAILY:
* Under the question: "What dates did you serve?"
* Click the calendar to the right of "start date" highlight the day you served.
* DO NOT HAVE TO PUT INFORMATION IN ALL AREAS JUST THE FOLLOWING.
* Put in number of hours served that day
* Put in supervisor name
* Click ok
* Click "OK". *If reporting more than one day? click: "Make another entry". Note: will need to Scroll back toward top to see this message.

Editing hours:
* If you need to make a change in hours you logged, you can check the box next to the date you want to edit or change. You will see a button that says "edit selected record" or "delete selected record". You can then make your correction.
* At the end of the month when all hours are recorded: Click "My Log Book" (menu on left of screen).
* Click on calendar for start date: use first day of the month you are reporting
* Click on calendar for end date: use the last day of the month you are reporting.
* This will show all hours reported for that month. Review carefully.
* Click on “printer” icon at top of page.
* When printed your supervisor will sign to verify hours and you will sign.
* Fax or mail form to your volunteer coordinator per contact information listed below.
Welcome and Thank You for Volunteering. We are looking forward to working with you!

"The highest reward for a person's work is not what they get for it, but what they become because of it"

John Ruskin