



WSU Extension Volunteer Hours Reporting System

The Volunteer Hours Reporting System is a system for recording the data that the Washington State Department of Labor and Industries requires for WSU to ensure volunteers are indeed working on behalf of the university. Reporting of volunteer's hour's documents coverage for injuries they might sustain and it is also documentation for the liability coverage WSU provides to its volunteers. Additionally, volunteer hours are a powerful reporting tool for WSU Extension to demonstrate the broad-based support for our programming by citizens across Washington State. All WSU Extension Volunteers must log on to <http://ext.wsu.edu/testVolunteer/> each month to report hours they worked for any WSU Extension program.

A 4-H Volunteer Hours Reporting System information page has been set up at:
<http://4h.wsu.edu/volntr/reporhours.html>

Roles. There are various roles within this system that allow different levels of access to information:

- Administrators –can add new administrators and program coordinators. Can view reports at state level
- Program Coordinators –add new volunteers and new program coordinators in their programs; can add or edit volunteer hours. Can view reports at county level. Can send messages to all volunteers in the county.
- Volunteers – add their own volunteer data. Can view their own records for as long as they are in an Extension Volunteer program.
- All roles – update their own personal information.

How Program Administrators Add Program Coordinators

- Log on to <http://ext.wsu.edu/testVolunteer/>
- Select Staff Setup
- Select Person new
- Fill in all fields. If the program coordinator does not have a WSU net ID, use the coordinator's email for net ID. Select the highest level of authorization (authorization, county, and program) for this person. Most people you enter on this page will be program coordinators.
- Click Next, then click Continue
- You will automatically be redirected to add roles. If there are additional roles to add for this person, follow the instructions below.
 1. Enter the first few letters of the person's last name and click "Find".
 2. Select the person's name from the resulting grid.
 3. Click "Add Permission".
 4. Click the appropriate permissions for the program coordinator and click "Save".
 5. All new staff will automatically be assigned the password. However, those whose user name is a WSU net ID should use their WSU net ID and password to logon.
 6. If this person has multiple permissions, repeat steps 2-4.

Program coordinators should be added before volunteers start using the system since volunteers may need to change their program supervisor. A program may have multiple people with program coordinator roles for the purpose of adding volunteers.

How Program Coordinators Add Volunteers

- Log on to <http://ext.wsu.edu/testVolunteer/>
- Click Volunteer Setup
- Click New Volunteer

- Select the county and project for which you are adding a volunteer. If yours is not listed, then you do not have authorization as program coordinator – see adding roles.
- Enter the volunteer’s name and other information.
- Click “Save”.
- All new volunteers will automatically be assigned the password **password!** However, those whose user name is a WSU net ID should use their WSU net ID and password to logon.
- If the user name (WSU net ID or email) is being used by someone else, you will get an error message and need to enter another user name. This may occur when two volunteers use the same email address. In this case, you can assign one the shared email as a user name and the other any other username.

Optional Upload of a list of volunteers from an Excel file

You can create a file in Excel, save it as a CSV file and upload it to the volunteer system. The format must be as follows:

- Column A: **first name**
- Column B: **last name**
- Column C: **user name** (WSU net ID, user ID, or email)
- Column D: **email** (or NONE)

The first line of the file WILL NOT BE READ. It should contain headings for the columns. Alternatively, you can create a text file with one line per person, each field delimited by a comma:

First name, last name, user name, email.

Either file must have the file type .CSV. First and last names can be no more than 50 characters; user name and email can be no more than 256 characters.

To upload:

- Click Volunteer Setup
- Click Upload Volunteer List
- Select the appropriate county and program and locate the .CSV file on your computer.
- Click “Continue”.
- If there are records where there is already a volunteer with the user name you entered, they will be listed at the bottom of the page. To manually add those records, click Volunteer Setup/Uploads pending. On that page, you can try uploading with a different user name or delete the pending record.

How Volunteers Add Hours

- Log on to <http://ext.wsu.edu/testVolunteer/>
- Logon with your WSU Volunteer System user name and password.
- Select “Volunteers”.
- If you get the message **You are missing a supervisor entry. Please click 'Program Supervisor' in the menu on the left.** Follow the instructions. It is not required that you select a program supervisor at this time, but you will get the message every time you logon until you have selected a supervisor for all the WSU programs for which you volunteer.
- Click “Enter Activity”.
- Select the appropriate information from each of the dropdown lists.
- Select the date on which the activity occurred. You may have to use the navigation arrows on the calendar to get to the correct month. You can enter multiple activities for the same day. However, each activity must be have a different start and end time.
- Master Gardener and Beach Watcher volunteers must enter demographic contact information (sex and race). If there were no contacts, leave the boxes blank.
- Click the “Save”.
- After you save a record, there will be a message at the top of the page to indicate that the record was saved. At this point you may choose another menu item on the left, logout, or add a new record. If you add a new record, simply change the information needed to reflect the new activity. You may click the “Clear the Form” button to start with a blank record.