

WSU 4-H Volunteer Hours Report System

Why Do Volunteers Need to Report Hours in this System?

We at WSU Extension could not have an educational impact in local communities without the work done by volunteers. For this we **thank you** very much! So why do we ask you to do even more for us and report the details of your work? Well, both WSU and the State of Washington look after the well-being of volunteers by requiring workers' compensation insurance for every volunteer. This pays for medical treatment in the event that you are injured while working as a volunteer.

Washington State law requires that all volunteers working in support of WSU programs are covered by worker compensation insurance. The Washington State Department of Labor and Industry uses the dates and number of hours that volunteers work to determine the amount of insurance that must be purchased to adequately cover our volunteers. To be in compliance with State Law, WSU Extension has developed an online tool to facilitate collection and analysis of volunteer contributions. The system will be sequentially launched to each WSU Extension volunteer-based program.

—WSU Volunteer Database

How to Report Volunteer Hours on the WSU Volunteer System

- ✿ Log in at <http://ext.wsu.edu/Volunteers/logon.aspx>.
- ✿ Log on with your WSU Volunteer System user name (your last name) and password (password!) Remember the !. Some volunteers will need to enter their first and last name as their user name (there is a space between first & last name). The reason for this is that some names are already being utilized as a user name by another volunteer.
- ✿ 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 "Select an Activity". There are 5 choices. Select the one that best describes your 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 have a different start and end time.
- ✿ Click the "Save" button.
- ✿ 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.

How to Report Volunteer Hours if you Do Not Have Access to the Internet

Fill out the 4-H Volunteer Time Sheet and turn it in to the Extension office by the 25th of each month. Let us know when and if you can report online so that we can enter your user name information into the system.

How to Report Volunteer Hours on the WSU Volunteer System — Step-by-Step Instruction

Labor and Industries is now requiring all volunteers to report their volunteer hours every month. Below are step-by-step directions on how to do the process. I respect that this is an extra step to be done as a volunteer, but remember it benefits you. Let's say you file a claim because at a 4-H meeting on the 10th of April you get stepped on and break your toe. Labor and Industries will need documentation from the 10th that you were volunteering. All of the documentations will be in place and the claim can be processed. Thank you for your dedication in making the Best Better.

The URL for entering your volunteer hours is <http://ext.wsu.edu/Volunteers/logon.aspx>.

This screen will ask for a User Name (your last name goes here - some volunteers will need to enter their first and last name as their user name (there is a space between first & last name). The reason for this is that some names are already being utilized as a user name by another volunteer.) & a Password (password! goes here) Click on Log in.

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WSU Volunteer Database

Welcome to the WSU Volunteer System!

Log In

User Name:

Password:

[forgot password](#)

The User Name is your **Last Name**. Some volunteers will need to enter their first and last name as their user name volunteer.

The Password is **password!**

WSU Extension, PO Box 646248, Hulbert 411, Washington State University, Pullman WA

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Complete the requested information (you will only have to do this once, if at all). Check to see if your email is correct Type in none if you have no email. Primary Volunteer County is always Grant Click save.

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WSU Volunteer Database

Welcome to the WSU Volunteer System!

Logged on as: Kiehn
You must complete this information before you can continue.

First Name

Last Name

Middle Name

Address

City

State

ZIP

Phone

(XXX) XXX-XXXX

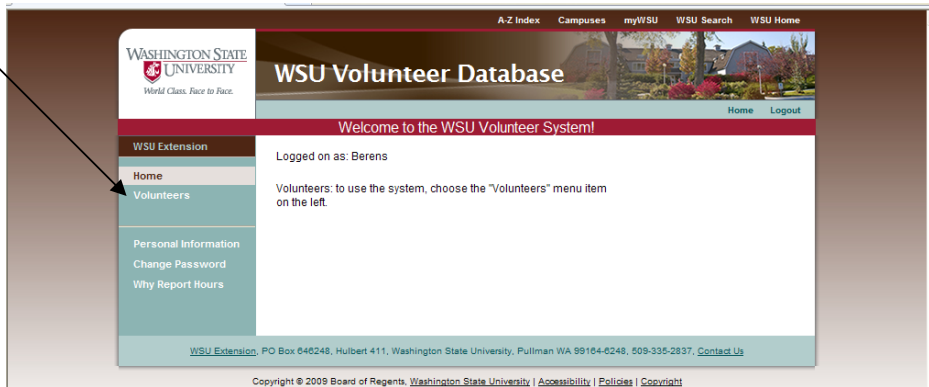
Primary Volunteer County

Email

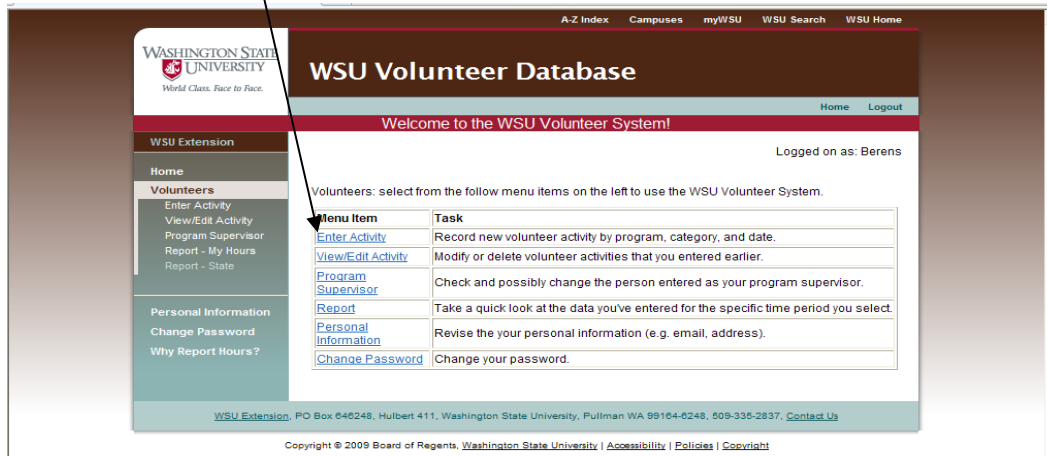
User Name

Check to see if your email is correct Type in none if you have no email. Primary Volunteer County is always Grant Click save.

Choose Volunteers

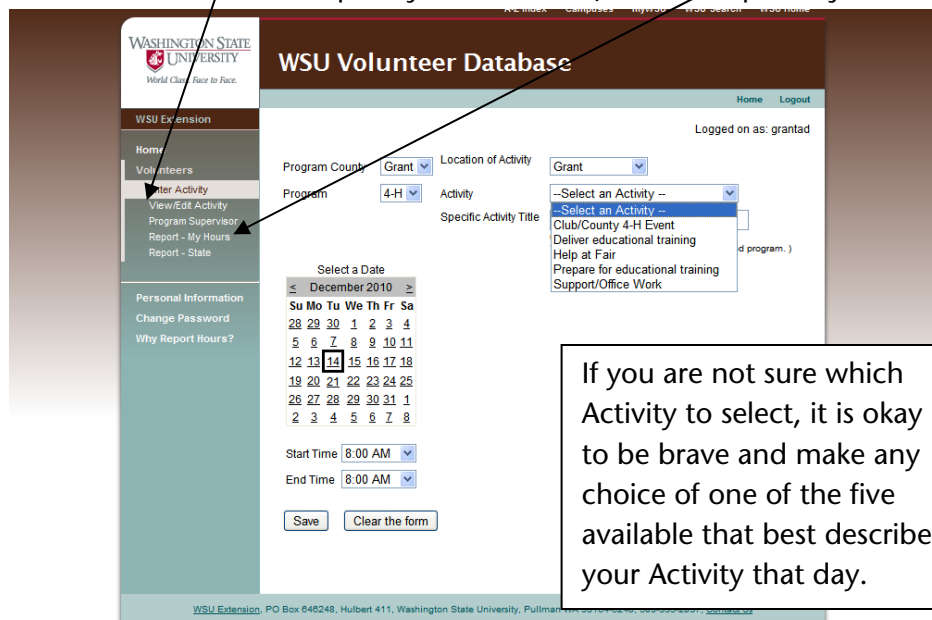


Click on Enter Activity



- ✿ Always select **Grant** for **Program County** (This includes Adams county citizens enrolled in the WSU Grant-Adams Area 4-H program.)
- ✿ Select the Location (what county you were in) of Activity from the drop down list.
- ✿ Select the Activity you are reporting from the dropdown list.
- ✿ Select the Date of the Activity.
- ✿ Enter the Start Time and the End Time of the Activity. (You can enter more than one activity on the same day.)
- ✿ Select Save. That's it!

You can view and edit and print your entries. (Choose 'Report-My Hours' to view & print)



If you are not sure which Activity to select, it is okay to be brave and make any choice of one of the five available that best describes your Activity that day.

If you have any questions please call Diane at the Extension office, 754-2011 ext.413.



4-H Volunteer Time Sheet

Due by the 25th of Each Month

Name _____ Month/Year _____

Club Name _____ Phone Number _____

Activity Codes and Hour Totals for this Report:
 Enter activity code and total hours for the month for each activity or event.
 Total all hours. Round off time to the nearest half hour.

Date	Start Time	End Time	Program County	Location of Activity (what county)	Code	Hours
			Grant			
			Grant			
			Grant			
			Grant			
			Grant			
			Grant			
			Grant			
			Grant			
			Grant			
			Grant			
			Grant			
			Grant			
			Grant			
			Grant			
			Grant			
Total Hours						

Thank you for your Generous Commitment of Time and Talent to Grant-Adams County Youth!

—Select an Activity—

Code:
00: Club/County 4-H Event
01: Deliver Educational Training
02: Help at Fair
03: Prepare for Educational Training
04: Support/Office Work