



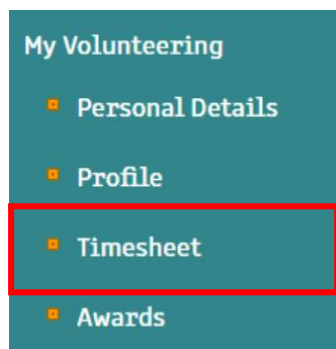
How to log your hours?

Once you have been approved on our system, it is super simple to start logging your hours. If you do have any questions or queries, you can contact the volunteering service.

Step 1: Log into [JMSU website](#)

Step 2: Click on your account profile.

Step 3: Click on 'My Volunteering' on the left hand side.



Step 4: Click on Timesheet on the left hand side.

Step 5: Click on 'Add Timesheet' in the orange box.

My Volunteering

MANAGE TIMESHEETS

No records found

ADD TIMESHEET

Step 6: Choose your opportunity, from the drop down menu.

My Volunteering

ADD TIMESHEETS ADD SKILLS GAINED

My opportunity *

[\[View selected opportunities\]](#)

Start Date *

End Date *

Hours Spent *

Notes

NEXT

Step 7: Input, the date of your volunteering and the hours spend. Log the number of hours you did, and briefly describe what you did during that time.

Step 8: Add notes about your role. We would like to know what you are logging hours for. You can add a description in the notes box. **If you are in a society, please write your society in here!**

Step 9: Select skills you have gained. You must select a skill; you then have a section where you need to write how you learned this skill. This can be as long or as short as you like.

EDIT TIMESHEET

ADD SKILLS GAINED

Please select and add comments to skills gained during this opportunity

☐ Administration and Clerical

☐ Communication

☐ Confidence

☐ Event Planning

☐ Financial Planning

☐ Interpersonal

☐ Leadership and Management

☐ Marketing

☒ Office IT (Word, Excel etc)
Please add supporting comments for this skill *

You can manage your timesheets in the Timesheets section:-

MANAGE TIMESHEETS

Sports Committee Member (Team LJMU Sports)

Start date:
18/08/2020

End date:
18/08/2020

Hours Spent: 2.0

Status: Pending Approval

Notes: [Show\[+\]](#)

Skills Gained: Office IT (Word, Excel etc)



Wait for your hours to be approved. Once you have submitted this form, the opportunity provider or Volunteering Service will approve your hours. You will receive the following email if approved or declined.

Hi, Sarah Latham

Your timesheet for **Sports Committee Member** opportunity has been approved. You can see your full profile and hours logged [here](#)

The feedback are as follows : Thank you for volunteering and congratulations on learning a new skill.

Your timesheet will then be updated on your profile below.

My Volunteering

MANAGE TIMESHEETS

Sports Committee Member (Team LJMU Sports)

Start date:
18/08/2020

End date:
18/08/2020

Hours Spent: 2.0

Status: Approved

Notes: [Show\[+\]](#)

Skills Gained: Office IT (Word, Excel etc)



If you have any worries or questions, we are here to help, contact us at jmsuvolunteering@ljmu.ac.uk.