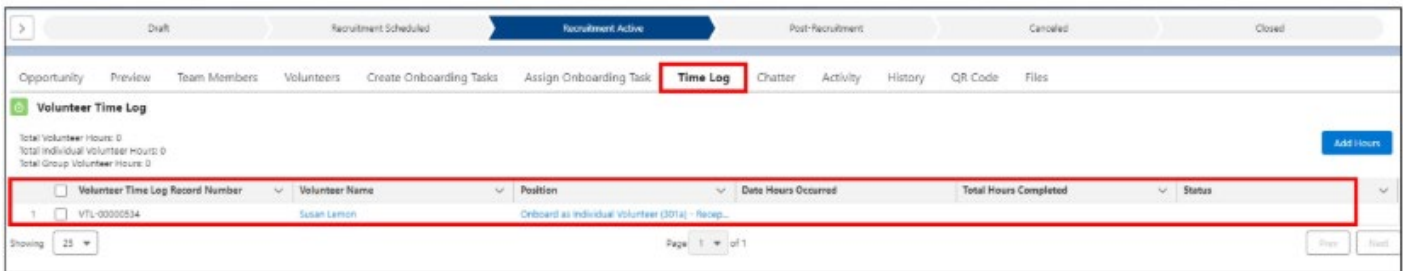


Edit and Delete Volunteer Time Log on an Opportunity

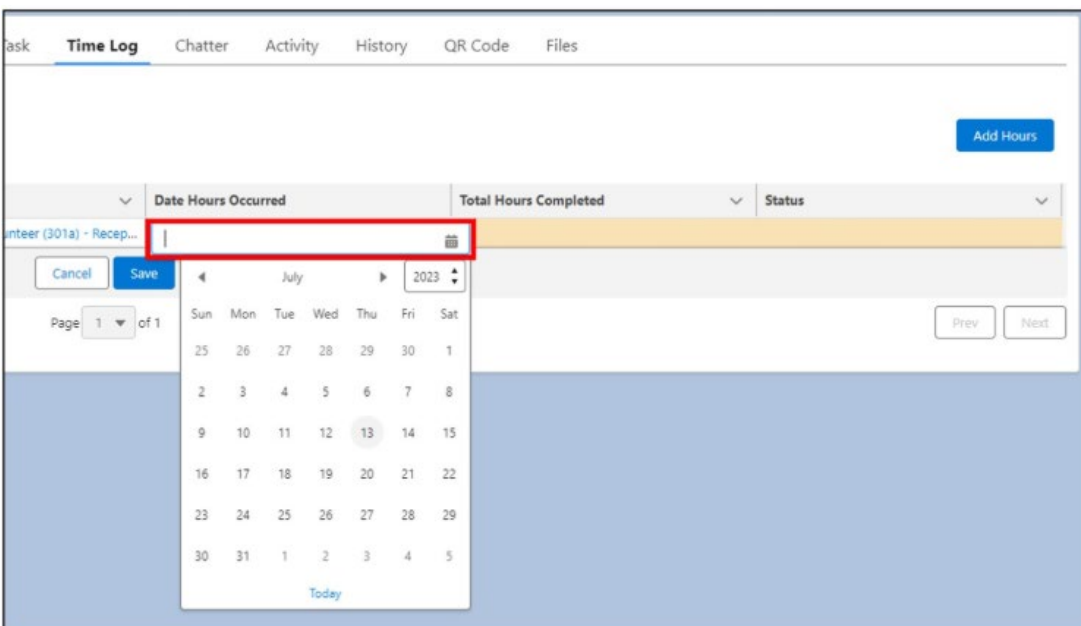
View the Volunteer Time Log

1. Open the desired opportunity with volunteers who have an application status of "Onboarding Complete" or "Agreement Closed".
2. Click the "Time Log" tab. The Volunteer Time Log entry is created with a Volunteer Time Log Record Number, Volunteer Name, and Position.
3. Volunteer Time Log details:
 - a. **Volunteer Time Log Record Number (VTL-XXXX):** each time log entry has an individual record number as a default of the Volunteer.gov system
 - b. **Volunteer Name (or Group Leader):** the volunteer or Group Leader associated with the time log entry
 - c. **Position:** if a volunteer has been onboarded into more than one position in a single opportunity, this is the position associated with the time log entry
 - d. **Date Hours Occurred:** this can be either the date the hours actually occurred or a date associated with the hours of the time log entry. Whatever date is entered here will affect reports related to when the hours occurred (such as fiscal year, month, etc.).
 - e. **Total Hours:** the total hours for the entry. In the case of group hours, this should reflect the total number of hours performed by all volunteers who were a part of the group. For example if 3 volunteers gave 5 hours each, the number to enter in total hours should be 15.
 - f. **Status:** The current status of the time log entry as either Approved, Not Approved, or Pending. Only hours in the Approved status will count toward totals on volunteer profiles or reports.



Edit the Volunteer Time Log

1. Click the the pencil icon next to the field you want to edit. Editable fields include:
 - a. Date Hours Occurred



b. Total Hours Completed: the system allows quarter and half hour entries. For 15 minutes: enter 0.25. For 30 minutes: enter 0.50. For 45 minutes: enter 0.75.

Date Hours Occurred	Total Hours Completed	Status
Recep... 07/13/2023	5.25	

Save

1 of 1

c. Status which includes "Approved", "Not Approved", "Pending". You must click the field and type the status in the field using the correct spelling and capitalization. As a Volunteer Coordinator, any updates you save are automatically set to the "Approved" status after saving. You can manually type in "Not Approved."

QR Code Files

Add Hours

Total Hours Completed	Status
5.25	Approved

Prev Next

Delete the Volunteer Time Log

You must be the owner or a team member with edit permission to delete a volunteer time log record.

1. Open the opportunity Time Log tab.

Volunteer Management System - Volunteer Opportunities - Time Tracking

Volunteer Opportunity: **Bridge Day**

Status: Closed | Site: New River Gorge National River

Progress: Draft → Recruitment Scheduled → Recruitment Active → Post-Recruitment → Canceled → **Closed**

Opportunity | Preview | Team Members | Volunteers | Create Onboarding Tasks | Assign Onboarding Task | **Time Log** | Chatter | Activity | History | QR Code | Files

Volunteer Time Log

Total Number of Volunteers: 10
 Total Volunteer Hours: 50
 Total Individual Volunteer Hours: 0
 Total Group Volunteer Hours: 50

Volunteer Time Log Record ...	Volunteer Name	Position	Date Hours Occurred	Total Hours	Number of Volunteers	Status
1	VTL-00001095	Group Hours	10/02/2023	50	10	Approved

Showing 25 | Page 1 of 1

2. Click the hyperlink in the Volunteer Name column to open the Volunteer Time Log Record.

Volunteer Management System - Volunteer Opportunities - Time Tracking

Volunteer Opportunity: **Bridge Day**

Status: Closed | Site: New River Gorge National River

Progress: Draft → Recruitment Scheduled → Recruitment Active → Post-Recruitment → Canceled → **Closed**

Opportunity | Preview | Team Members | Volunteers | Create Onboarding Tasks | Assign Onboarding Task | **Time Log** | Chatter | Activity | History | QR Code | Files

Volunteer Time Log

Total Number of Volunteers: 10
 Total Volunteer Hours: 50
 Total Individual Volunteer Hours: 0
 Total Group Volunteer Hours: 50

Volunteer Time Log Record ...	Volunteer Name	Position	Date Hours Occurred	Total Hours	Number of Volunteers	Status
1	VTL-00001095	Group Hours	10/02/2023	50	10	Approved

Showing 25 | Page 1 of 1

3. Click the "Delete" button.

Volunteer Time Log: **VTL-00001095**

Edit | Printable View | **Delete**

Related | **Details**

Volunteer Time Log Number	VTL-00001095	Status	Approved
Volunteer Name		Date Hours Occurred	10/2/2023
Volunteer Opportunity	Bridge Day	Total Hours	50.00
Volunteer Task		Number of Volunteers	10.0
Application		Record Type	Group
Volunteer Profile			

4. Click the "Delete" button to confirm you want to delete the Volunteer Time Log record, or click "Cancel" to return to the Volunteer Time Log record.

Delete Volunteer Time Log

Are you sure you want to delete this Volunteer Time Log?

Cancel | **Delete**