

Instructions: MMN Timesheet (Boone's Lick Chapter) revised 1/13/16

1. **Download the timesheet (available in either Excel format or PDF) from:**
 - a. <http://extension.missouri.edu/boone/masternaturalist.aspx>
 - b. The PDF file is for handwritten entries only.
 - c. Only the Excel file accepts electronic data entry.
 - d. If the user requires other versions, contact the VolOpps committee. Open Office and unprotected versions can be provided on request.
2. **Enter your name in the cell labeled "YOUR NAME HERE".**
3. **TRAINEE INSTRUCTIONS - ONLY for those not initially certified at the beginning of the year. All others leave the following blank:**
 - a. **Enter the year of your training class**
 - b. **Enter previous years' Master Naturalist volunteer hours**
 - i. This will be added to this year's volunteer hours to determine qualification for initial certification.
 - c. **Enter previous years' Master Naturalist advanced training hours**
 - i. This will be added to this year's advanced training hours to determine qualification for initial certification.
4. **Note the information contained in the red box titled "Administrative Use Only".**
 - a. ***This area is password protected and is not to be changed except under instructions from the Volunteer Opportunities Committee.***
 - b. This area contains additional information for filling out the timesheet, including:
 - i. Due date: **December 31**, either in electronic form (email attachment) or hardcopy by mail to the Extension office.
 - ii. Volunteer Hours definitions.
 - iii. Advanced Training Hours definitions.
 - iv. Opportunity Codes and code definitions.
 - c. Also included are cells which automatically sum hours reported for each code, and grand totals for:
 - i. 2013 Volunteer hours and Advanced Training hours
 1. **For certified members**, this text goes green when these totals reach 40 hours volunteer & 8 hours advanced training, indicating the member has achieved re-certification.
 2. **For trainees**, this text goes green only when hours counted towards re-certification reach 40 hours volunteer and 8 hours advanced training – see below.
 - ii. **TRAINEES ONLY:**
 1. **Hours counted towards Initial Certification.** This includes previous years' hours entered at the top of the sheet. Text goes green when these totals reach 40 hours volunteer & 8 hours advanced training, indicating the trainee has achieved initial certification.
 2. **Hours counted towards Re-Certification.** This only includes hours recorded in this year *after* initial certification is reached. When these totals reach 40 hours volunteer & 8 hours advanced training, this text goes green indicating the member has achieved re-certification this year.

5. **Scroll down to the data entry lines, starting under the headers “Date (start)”, “Date (end)”, “Code”, “Opportunity Description”, etc. *THIS IS A DATA ENTRY AREA ONLY. DO NOT INSERT OR DELETE ROWS IN THIS AREA.***
 - a. **Date (start), Date (end):** enter date(s) of opportunity.
 - i. If the activity lasts 1 day or less, enter the date in either the start or end date cells. (Or both if you feel like it.)
 - ii. If desired, a start date and end date can be entered for an activity which spans more than 1 day.
 - b. **Code:** enter opportunity code as listed in the “Administrative Use Only” section. ***ENTER ONLY THE OPPORTUNITY CODE LETTERS. ADD NO SPACES IN FRONT OF, WITHIN, OR AFTER THE CODE LETTERS.***
 - i. Note: if the event was advanced training only, you can leave this blank.
 - c. **Opportunity Description:** enter a brief summary of the opportunity.
 - d. **Volunteer Hours:** enter total volunteer hours spent on this opportunity, including travel time to and from the opportunity.
 - e. **Advanced Training Hours:** enter time spent in advanced training during this opportunity.
 - i. Note: travel time is not included in advanced training.
 - f. **Volunteer Mileage (Optional):** enter mileage to and from the opportunity.
 - i. Note: this section is provided for the member’s personal convenience.
6. **Save the spreadsheet.**
 - a. **Please rename the spreadsheet. Include your name or initials and the year.**
 - i. preferred: LastFirst2016, e.g. SmithJohn2016
 - b. ***Keep frequent hardcopy or electronic backups. You are solely responsible for keeping track of your hours and turning them in at initial certification and at the end of the year.***
7. **If you have questions**, contact a member of the Volunteer Opportunities Committee:
 - a. Chris Egbert - Chair Home Phone: 573-875-4758 Cell Phone: 573-999-1914
 - b. Phil Knocke - Member Home Phone: 573-447-3456 Cell Phone: 417-294-0186
 - c. Kay Conklin - Member Cell Phone: 573-819-4143
 - d. email: mmnvolopps@gmail.com

COMMON TIMESHEET ENTRY ERRORS:

- 1) **Not renaming timesheet.**
 - a) Always rename your timesheet to distinguish it from others. Recommend: LastFirst2012, e.g. “SmithJohn2012”
- 2) **Not placing name on timesheet.**
 - a) Always place name at the top of the timesheet where it says “YOUR NAME”
- 3) **Using Last year’s Timesheet or an old version of this year’s timesheet.**
 - a) Always be sure to use the most current timesheet. Codes change from year to year or, infrequently, during the year.
- 4) **Wrong codes**
 - a) “multiple” or made-up codes like XXX/YYY, or blank codes

- i) Always check the timesheet totals, to see if the “Unknown or Blank Code:” cell has anything in it, marked in red. If so, you have entered a code in error.

5) Incorrect use of OTHER

- a) Note: the code “OTHER” always refers to approved volunteer opportunities, and these opportunities will always be listed on the website.
- b) The purpose of this code was to cover activities which are short-term, involve a very few people, or are special cases which don't require a writeup. Approval from a member of the VolOpps committee is necessary.
- c) Contact a VolOpps committee member if you have any questions about any volunteer opportunity or you are uncertain which code to use.

6) Citing unapproved volunteer ops

- a) All members should review the Current Opportunities list & associated writeups to see if a project they are involved in is listed. If not, they need to write up an opportunity description or contact a VolOpps committee member

7) Adding or deleting lines **Note: this really MESSES UP THE CODE**

- a) In the data entry areas, please just enter data. Copy/Pasting values are OK as long as new rows are not inserted or deleted.

8) Wrong Data Entry:

- a) Entering text in number-only cells, like 1xyz
- b) Wrong date formats, like Mar. 3, 1-23-11, 8.6.11, or multiple dates in a single cell, like 1/2/11 – 1/3/11
 - i) Preferred date formats: 1/23/12 or 1/23 or Jan 23
- c) Ambiguous number formats (For example, entering 1 $\frac{3}{4}$ is OK, but entering $\frac{1}{2}$ might be interpreted as a date.)
 - i) Prefer decimal numbers for all non-date numerical entries, e.g. 1.75 and 0.5 for the above examples.

9) Entering data from the wrong year