

WSU Extension
Volunteer Hours Reporting System

The Volunteer Hours Reporting System is a system for recording the data that Washington State Dept of Labor and Industries requires for WSU to insure volunteers. 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.

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 Coordinators Add Volunteers

- Log on to <http://ext.wsu.edu/testVolunteer/> using your entire email address as your user ID and the word “password!” as the password. Don’t forget the “!” IF you have a WSU net id and password, you may change over to those once you’re in the system.
- Click Volunteer Setup
- Click New Volunteer
- Select the county and program for which you are adding a volunteer. If yours is not listed, then you do not have authorization as program coordinator. Please contact Kathleen Duncan at kduncan@wsu.edu or 360-546-9107
- Enter the volunteer’s name .
- For the user name, put the volunteer’s entire mail address in the ‘user name’ box. [e.g. smith@hotmail.com]
- All new volunteers will automatically be assigned the password **password!**
- If a volunteer happens to be a WSU student or employee and already has a user ID and a password, you may log them in that way.
- Click “Save”.
- 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.

If you screw up an entry, it’s easiest to click edit, person and delete and start over.

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.

For questions, contact kduncan@wsu.edu or 360-546-9107

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.
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- Click “Enter Activity”. At this time, there are only 4 choices.
- 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.
- 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.