

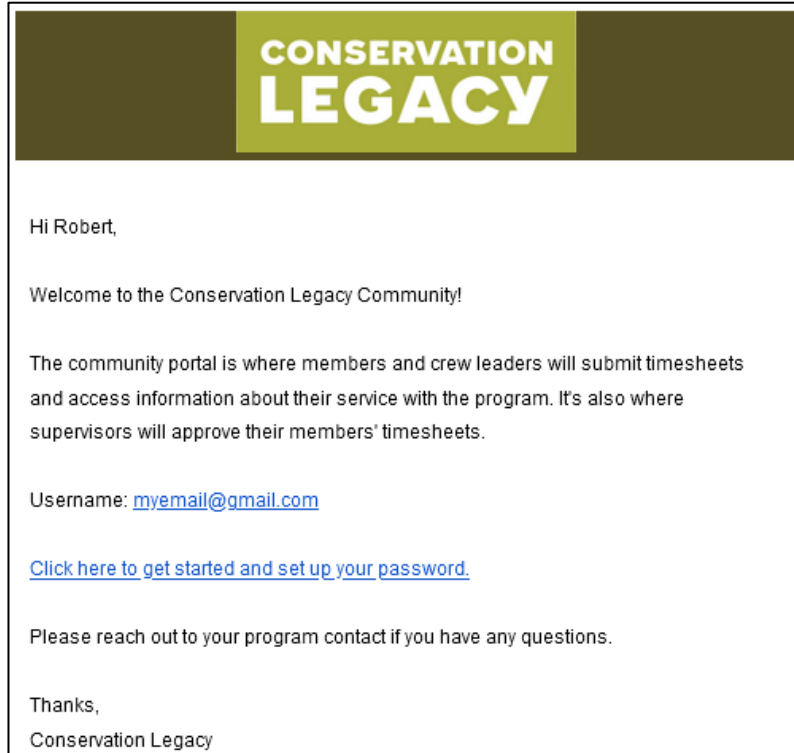
# Welcome to the Conservation Legacy Community Portal!

The community portal is where you will access information about your term with the CCNM Individual Placements program and submit timesheets. It's also where your supervisor will approve your timesheets. This guide will walk you through the timesheet process and the basics of the portal. It is important that you read this thoroughly.

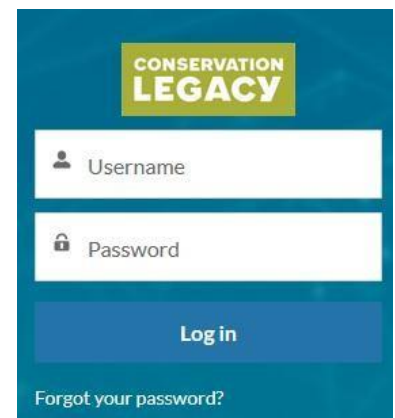
## Initial Access

- Shortly after you begin your term, you will receive an email from [community@conservationlegacy.org](mailto:community@conservationlegacy.org) with a subject line of "Welcome to the Conservation Legacy Community". This email will contain your username and a link to set up the password for your account.
- Please note: the sender may show a "via" address: that is just how emails come from Salesforce.

**Conservation Legacy** [community@conservationlegacy.org](mailto:community@conservationlegacy.org) via [o2gjk8ro4sod.4x-3yc1keae.na150.bnc.salesforce.com](#)  
to me ▾



- Next you will set up a log in and access the Conservation Legacy Community portal here:  
<https://conservationlegacy2.my.site.com> **(BOOKMARK THIS WEBPAGE!)**
- You will be able to reset your password from the login page if you forget it later



- When you log in, you will see your Navigation Bar:



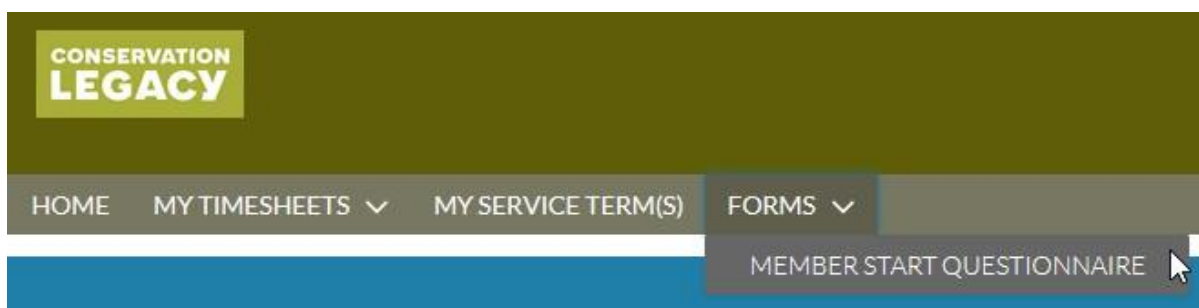
## Step 1: Member Start Questionnaire

At Conservation Legacy, we realize that racial and ethnic diversity does not stand alone: it intersects with diversity of Age, Gender, Sexual Orientation, Religion, Disability, Socioeconomic Status, and other categories of identity. We are committed to empowering those whose identities are underrepresented in conservation work.

To help us better understand our member & staff identities, we ask that everyone complete our Member Start Questionnaire. This information remains confidential within your personnel records of Conservation Legacy. This form also contains important emergency contact information.

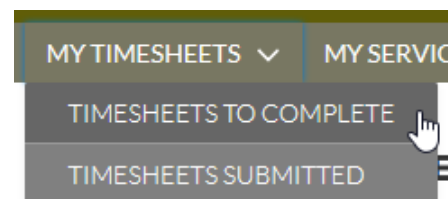
You will be prompted to complete this form before you can submit your first timesheet if it has not yet been completed.

You can find this under “Forms” in the Navigation bar:



## Step 2: Editing Timesheets

You can view or submit timesheets by clicking on “My Timesheets”. You’ll see two different options, “Timesheets to Complete” and “Timesheets Submitted”.



- **Timesheet to Complete** will show you a list of all timesheets that still need to be submitted. **There should never be more than two or three timesheets listed here at a time.** If you have more, you need to get those updated and pay closer attention to the pay period schedule.
  - Each timesheet is for a single week, so you will have two different timesheet records that need to be submitted when timesheets are due.

- To access, update or submit, click the date period under Timesheet Name, as shown below:

Timesheets to Complete ▼								
7 items • Sorted by Timesheet Name • Filtered by All timesheets - Status								
Timesheet Name ↓	Status	Project ...	Other S...	Trainin...	PTO To...	Total E...	Last Modified Date	
1 Kathryn Testmember Timesheet (2021-07-06 to 2021-07-12)	Not Submitted	0.00	0.00	0.00	0.00	0.00	7/20/2021, 10:00 AM	▼
2 Kathryn Testmember Timesheet (2021-07-04 to 2021-07-10)	Not Submitted	0.00	0.00	0.00	0.00	0.00	7/18/2021, 10:00 AM	▼


By default, this list is sorted by Timesheet Name. You can re-sort this list by clicking any of column headings. It will retain your sorting the next time you come back to it

### Entering & Updating Hours:

Timesheet Entries(7)								
<input type="checkbox"/> Date	Day of week	Project Hours	Other Service	Training/Educ...	Fundraising Ho...	Comments/Des...	Timesheet Entr...	
1 <input type="checkbox"/> 07/17/2021	Saturday						Saturday of 202...	▼
2 <input type="checkbox"/> 07/18/2021	Sunday						Sunday of 2021...	▼
3 <input type="checkbox"/> 07/19/2021	Monday						Monday of 202...	▼
4 <input type="checkbox"/> 07/20/2021	Tuesday						Tuesday of 202...	▼
5 <input type="checkbox"/> 07/21/2021	Wednesday						Wednesday of ...	▼
6 <input type="checkbox"/> 07/22/2021	Thursday						Thursday of 20...	▼
7 <input type="checkbox"/> 07/23/2021	Friday						Friday of 2021...	▼

1. Scroll down to the Timesheet Entries section at the bottom of the page.

2. As you move your cursor over the entries, you'll see pencil icons. Click the pencil of the corresponding day and type of hours that you wish to enter. Continue editing as needed.

Day of week	▼	Project Hours	▼
Tuesday			

3. **Timesheet Categories:**

- a. Project Hours: use this category for any work you do that is not considered training
- b. Training/Education: use this category when you attend orientations, webinars, workshops or are learning a new task/skill for your position.
- c. Other: use this category if work you did doesn't qualify as training or project work. This category should be relatively rare for you to use.

4. **Be sure to hit the Save button at the bottom of the screen to save the hours you have entered.**

Cancel	Save
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
**Tip:**

You can update several days at once if you work the same hours under the same category for multiple days. Example: you worked 8 hours Monday – Friday. If you select multiple boxes along the right side, once you click a pencil, there will be a checkbox to update all selected items. Once you enter your hours and click Apply, all days you selected will be updated.

	<input type="checkbox"/> Date	Day of week <input type="checkbox"/>	Project Hours <input type="checkbox"/>	Other Service <input type="checkbox"/>	Training <input type="checkbox"/>
1	<input type="checkbox"/> 07/31/2021	Saturday			
2	<input type="checkbox"/> 08/01/2021	Sunday			
3	<input checked="" type="checkbox"/> 08/02/2021	Monday	8		
4	<input checked="" type="checkbox"/> 08/03/2021	Tuesday	<input checked="" type="checkbox"/> Update 5 selected items		
5	<input checked="" type="checkbox"/> 08/04/2021	Wednesday			
6	<input checked="" type="checkbox"/> 08/05/2021	Thursday			
7	<input checked="" type="checkbox"/> 08/06/2021	Friday			

### Adding Comments:

If you have comments/ notes to record for your timesheet entry, you can see a bigger edit window for a day by clicking the down arrows all the way on the right side of Timesheet Entries and choosing **Edit Record**.



A screenshot of the context menu for the 'Tuesday 2021-01-12' record. The menu is open, showing options: 'View Record', 'Edit Record' (highlighted with a mouse cursor), and 'To Clipboard'. The 'Edit Record' option is the one being interacted with.

**View of larger edit box:**

Edit Thursday 2021-08-05

\* Timesheet Entry Name

Thursday 2021-08-05

Date

8/5/2021

Project Hours

Other Service

Training/Education

Fundraising Hours

Comments/Description

|

Timesheet

Kathryn Testmember (2021-07-31 to 2021-08-06)

Cancel



Save

Upon saving from this screen, you will be taken to the record view of the individual day you were editing. To go back to your full timesheet, simply click the timesheet name.

Timesheet Entry Name	Date
Thursday 2021-08-05	8/5/2021
Project Hours	
8.00	
Other Service	Training/Education
Comments/Description	Fundraising Hours
Hosted Volunteer Day	
Timesheet	
Kathryn Testmember (2021-07-31 to 2021-08-06)	

### Step 3: Timesheet Submission

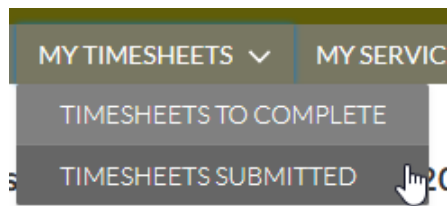
To submit your timesheet for approval, you'll find a "Submit Timesheet for Approval" button in the top right corner of the page.

 Timesheet	Submit Timesheet for Approval
Kathryn Testmember (2021-07-17 to 2021-07-23)	
Timesheet Name	Status
Kathryn Testmember (2021-07-17 to 2021-07-23)	Not Submitted
Member Name	Member Approver
Kathryn Testmember	 Kathryn TestSupervisor
Service Term	
TestMemberK.STW.21.testing123	

- This will bring up an optional comments box. These comments will be included in the automatic "Timesheet Submitted" notification email that your supervisor receives.
  - You will be required to sign your name when you submit your timesheet.
- Once a timesheet has been submitted, it is locked from editing. It will also disappear from your list of "Timesheets to Complete".

**It is very important to complete your timesheets at least by the due dates listed in the payroll schedule.**

To view your previously submitted timesheets or check their approval status, go to “Timesheets Submitted”



If there are more than 2 timesheets in the ‘timesheets submitted’ tab, that means your supervisor is behind on approving your timesheets. Kindly reach out to them to request that they approve. **It is very important that your timesheets are entered and approved on a bi-weekly basis so CCNM can issue an on-time payroll.**

### Timesheet Hour Totals

Due to background processes, the Timesheet Totals section just above Timesheet Entries does not update immediately after you save your hours under Timesheet Entries. After saving your hours, it may take refreshing the page twice for those totals to update.

✓ Timesheet Totals (Updates on Refresh)	
Total Entered Hours	
40.00	
Project hours total	Training/Education hours total
40.00	0.00
Other Service hours total	Fundraising total
0.00	0.00

## Rejected Timesheets

If a timesheet is rejected by your supervisor, you will receive an email notification with comments from your supervisor, and this timesheet will reappear in your **“Timesheets to Complete”** list. Follow the link in the email or log in from your bookmarked page and correct and resubmit your hours.



Kathryn Testmember,

Your timesheet submission was rejected.

Approver Comments: Incorrect Hours on Monday

[Click here to go to the Community Portal to view and correct this timesheet.](#)

Conservation Legacy

## Updating Your Contact Information

It is important that we have up to date contact information on record, so you continue to get important emails throughout your term.

The “My Contact Information” link in the Navigation bar will take you to a form where you can update your contact information.



Please reach out to your CCNM Individual Placements contact with any questions.



**CONSERVATION CORPS  
NEW MEXICO**  
A program of Conservation Legacy