



4.2.6 Time Logs

WBRS On Line Help

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Time Log Overview

The Time Log worksheet must be used to track members' hours. To fill out most member forms, you can begin from two places: The *Thank You* screen you see when you save other member forms, and from the Member Information Profile (MIP). In the case of time logs, there are extra links on the *Thank You* screen in order to streamline time log data entry.

Please note that you cannot re-open, modify or create any of a member's documents, including time logs, once the exit has been created. If you need to re-open a downloaded exit, please see [Re-opening Downloaded Documents](#).

YTD, Total Hours to Date, Average Weekly Hours Needed

WBRS calculates these time log figures (*Total Hours to Date* is on the Member Summary) using the **expected completion date, not the required completion date**, that shows on the member's MIP. This means that if you suspended, then re-instated a member the figures above won't be accurate unless you update the expected completion date for the member. Please see [Correcting Member Information](#) for instructions on that.

If you find these numbers are off for a member, someone probably modified an earlier time log. Please see ["Refreshing" Time Logs](#).



Time log hours must be entered accurately each month. The only circumstance in which you may enter more than a month's worth of hours into a single time log is if the member has transferred and you are back-entering the hours the member served at the previous site or program.

Create: ... Time Log



If the **Time Log** link is grayed out, it means either you don't have access to create time logs or the member...

- doesn't have an approved [enrollment](#), or
- doesn't have an approved [MIP](#)
or
- an exit form has already been created

A member's MIP and enrollment must both be saved as *Approved* before you can create a time log for them.

Click on *Time Log* to create a new time log. Time Logs are created in chronological order. The month of the very first time log you create for a member is determined by the *start date* on the MIP: If the member started in September, the first time log will be for September. From then on, each time you click *Time Log* at the top of the member's data summary, a time log is generated for the next month after the latest existing time log. Similarly, you can only delete time logs starting with the latest one, working backwards (because there'd be no way for you to re-create an earlier time log without deleting all the rest anyway).

1. From the *Members* tab on the [main menu](#), click on *Main View*.
2. Click on the member for whom you want to create a time log. The member must have an approved enrollment form in WBRS before a time log can be created.

Julia Delaney [Return to View](#)

Create: [Enrollment](#) | [Time Log](#) | [Change of Term](#) | [Change of Status](#)
[End of Term](#)

Existing Member Forms:
[→ Member Information ←](#)
[Enrollment: 01/01/2001 Full Time](#)

Time Logs Hours
 No Time Logs

Status: Active

Time Logs Totals

Type Hours:	1700
	0
	1700
	0%
	0%
Weeks Left after 12/31/01	0
Avg Weekly Hours Needed:	0

Click the *Time Log* link to create a new time log. If it's grayed-out, the member's status in WBRS is not active.

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MEMBER INFORMATION PROFILE

Member Status: Active
SPAN Status: Not in SPAN

3. Click on the **Time Log** link at the top of the data summary. (If the link is "grayed-out" the member's status in WBRS is not *active*. For more on active and inactive links on the links menu, see [Menu for Creating Member Forms](#).)
4. Enter the number of service and training, and fundraising hours for weeks 1-5 of the month.
5. Save the worksheet: Scroll to the bottom and select a [save](#) option, then click *Save this Form*.

Batch Approving Time Logs

You may *batch-approve* time logs, MIPs and enrollment forms. Often times another staff member will enter a bevy of time logs or other member forms into the system all at once. Try the *Batch Approval* function—you can approve groups of forms without opening them one at a time.

For step-by-step instructions please see the section on [Batch Approvals](#).

View Existing Time Logs

To see time logs you've already created, go to the [main member view](#) or [find-a-member](#). Click on the member's name. You'll see a list of their timelogs in the data summary section. Click on the underlined link for the time log you want to read or edit. The time log will open in *read mode*. To edit it, read on.

See a list of members sorted according to any of the various time log criteria in the [Time Log View](#). (For more information on finding documents using views, please see the aptly-named [Views](#).)

Edit Time Logs



Time logs may not be edited after the member has been exited. If you find an error in a member's hours, and the exit form has already been downloaded to the Trust, please see [Reopening Downloaded Documents: Exits and Enrollments](#).

If an existing time log has already been approved, you have to re-open it before you can edit it; otherwise you can just click on the time log and click *Edit Document* at the top of the form. To re-open an approved form, just click *Re-Open Document*—this action automatically resets the status of the time log to *Incomplete*. Then click *Edit Document* to edit. When you're finished editing, scroll to the bottom, choose a save option and click *Save this Form*.

When you re-open an approved time log, you'll see the following intriguing message—it is *not* an error message:

You are reopening a Time Log. This will cause incorrect calculations on any subsequent Time Logs that are currently existing.

What the message is trying to say is that the YTD totals on timelogs that are later than the one you're re-opening will not automatically update, and so won't reflect the changes you're making to this time log. If you need to refresh later time logs, for some reason (it's not necessary) please see ["Refreshing" Time Logs](#).

(In fact, the message that *YTD totals on subsequent time logs will no longer be accurate* is true for any given time log you modify, if later time logs have already been created. This is independent of whether the time log you're modifying is incomplete, complete, or approved.)

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