

# Colleagues instructions for logging volunteering hours

## Hints:

To enable you to have everything you need to submit your hours quickly it may be helpful to have the following information to hand:

- First you will need to sign into Colleagues Connect



 To sign in:

- Office 365 Users - Use your work email address
- All Other Users - Use your windows (AD/Kronos) credentials

### Username

e.g asmith

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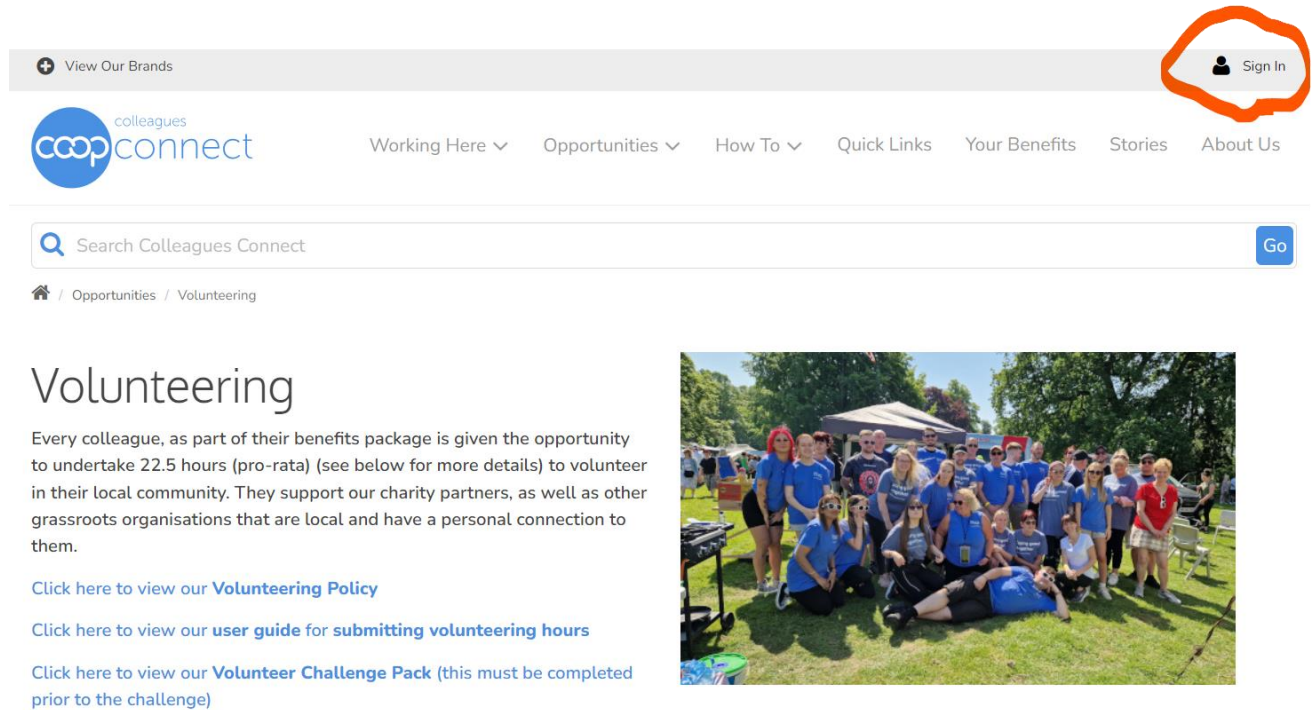
Next

- **If you haven't created a password to enable you to use Colleagues Connect please speak to your manager who can use FastPass to enable you to assign a password to your username.**
- To complete the form you will need to have the name of the charity you volunteered for and the town or post code that the activity took place in, having this detail to hand at the time you complete your submission will make the process faster for you.

The community team is on hand to help you with any queries you may have by emailing [communityteam@midcounties.coop](mailto:communityteam@midcounties.coop)

## The new online volunteering form can be found on the colleague connect site.

- From the main menu select opportunities and then volunteering.
- To use the form, you must first be signed in.
- **Sign in can be found in the top right hand corner as shown below:**



The screenshot shows the top navigation bar of the Colleague Connect website. The 'Sign In' button is highlighted with an orange circle. Below the navigation bar is a search bar with the text 'Search Colleague Connect' and a 'Go' button. The breadcrumb trail reads 'Home / Opportunities / Volunteering'. The main heading is 'Volunteering'. Below the heading is a paragraph of text: 'Every colleague, as part of their benefits package is given the opportunity to undertake 22.5 hours (pro-rata) (see below for more details) to volunteer in their local community. They support our charity partners, as well as other grassroots organisations that are local and have a personal connection to them.' There are three links: 'Click here to view our Volunteering Policy', 'Click here to view our user guide for submitting volunteering hours', and 'Click here to view our Volunteer Challenge Pack (this must be completed prior to the challenge)'. To the right of the text is a photograph of a group of people in blue shirts posing for a group photo outdoors.

Once your volunteering hours have been completed you must submit your volunteering hours.

### How Do I Volunteer

- 1 Find a volunteering opportunity. You could work with your charity partner - your relationship with them can be about so much more than raising money. You can also use [volunteering websites](#) to find other local opportunities or talk to your customers and members.
- 2 Agree with your line manager the date and times you will be away from your place of work to undertake your volunteering. Ensure that you have agreed with the group or charity in advance what is required of you and that you have all of the necessary tools or materials to help you carry out the volunteering.  
  
Once you have completed your volunteering you must complete and submit details of the volunteering you have undertaken via the online form.
- 3 It is really important that you send us this detail as soon as your volunteering has taken place as it is recorded for the purpose of the steering wheel measures against your sites targets.

[Submit Volunteering Hours](#)

- Press Submit volunteering hours

- Pressing 'Submit' will take you to the updated volunteer form:

<p><b>Branch Name</b></p> <input type="text" value="Core Marketing"/>	<p><b>Branch Number</b></p> <input type="text" value="AC195"/>	<p><b>Business Group</b></p> <input type="text" value="MARKETING"/>
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## Volunteering Details

<p><b>Date on which you volunteered*</b></p> <input type="text" value="dd/mm/yyyy"/>	<p><b>Was this carried out during your normal working hours?*</b></p> <p>We want to capture all the great volunteering work you, our remarkable colleagues, do in the local community <b>during your normal shift/work day</b>, whether it's volunteering for your local foodbank or raising money for your local charity partner or any of the other great things you do ... we want to know!</p> <p>If this volunteering was <b>NOT</b> done during the course of your normal working time, by clicking <b>NO</b> we are also able to capture the amazing volunteering you do in your own time, whether you're a Cub Scout Leader, coach an under 9's football team or you're a governor for your local school ... we want to know!</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>	<p><b>How many hours did you volunteer for?*</b></p> <p>(including preparation and travel time)</p> <input type="text"/>
		<p><b>Was this carried out on site?*</b></p> <p>Did you volunteer at your place of work? If you volunteered off site eg school fete/sponsored walk etc. please mark as NO</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
<p><b>What is the name of the group/charity/event you volunteered for?*</b></p> <input type="text"/>	<p><b>What is the contact email of the group/charity/event you volunteered for?</b></p> <input type="text" value="Please supply this information if you have it"/>	

As you have logged onto the site the top section 'You' is auto populated with your details.

- **Date on which you volunteered:** Click on the date box to open the calendar. Select the date you volunteered.
- **Was this carried out during your normal working hours?** Click on **Yes** or **No**. By answering Yes you are confirming that the volunteering was done in your normal contracted working hours and this will be submitted to your Line Manager to sign off. By answering **No** you are confirming that the volunteering was done in your own time
- **How many hours did you volunteer for?** Key in the hours to the nearest ¼ hour in the format .25, .50 or .75. if you enter another number the screen will automatically round up or down to the nearest ¼ hour.
- **Was this carried out on site?** Answer 'yes' if the volunteering took place in your workplace or 'no' if you completed the hours off site.
- **What is the name of the Group/charity/event you volunteered for?** Start keying in the name and the system will try to find the organisation for you. if the name is not in the data base you can type in the whole name.
- **What is the contact email for the group?** Enter the email address if you have it.
- **Where did the volunteering take place?** Start to type the town name and select the name from the list provided. If the place you volunteered doesn't appear, you will be asked to input the postcode or regional community, or if the group you supported was outside of a regional community, you will select **I did not volunteer in a Regional Community**.

Where did the volunteering take place?\*

Enter place name or address

Do you know the postcode of the location you volunteered at?\*

Yes  No

Which regional community did you volunteer in?

I did not volunteer in a Regional Community ▼

- **What did you do?** Describe the volunteering activities you took part in.
- **Did you volunteer as a team of colleagues?** Select yes or no.
- If you select **No**  
Two new questions will appear to capture engagement information.
- **How many young people were engaged through this volunteering?** Type in a number
- **How many members were engaged through this volunteering?** Type in a number.
  
- If you select **Yes** to Did you volunteer as a team of colleagues? another question will appear.
- **Were you the group leader/organiser?** If you select **No** the form is complete.
- If you select **Yes** the engagement questions will appear. This is to stop duplicate information being recorded.

Once all the information has been entered press the **Submit** button





**NOTE if a mandatory section is missed off the form will not be submitted until this is corrected.**

Once submitted a confirmation will be displayed:

## Volunteering Submission


Thanks for your submission, Sam, we have received it successfully. We hope you enjoyed your volunteering activity and thanks for giving back to our communities!

The form must then go through the approval process. this first goes to line managers (unless you are part of the leadership team). Only volunteering done in your normal working time will need approval from your Line Manager. All volunteering done in your own time will not need to be signed off but are recorded on your dashboard. The submission can be seen under the completed and approved section of your dashboard on Colleagues Connect.

- If there is  then hover over to find out what stage it is now at.
- A tick:  in 'Status' denotes that your volunteering has been approved.
- A  'in worktime' means that you have completed your volunteering within your normal working hours.
- If volunteering was done in your own time there will be a  in 'Status' but nothing will appear in 'In Worktime' as your Line Manager will not need to sign this off.

You will see how many hours have been approved and the number of hours you have remaining from the 22.5 (pro rata) hours given to you by the Society in which to volunteer. You will not be able to submit or record hours in works time over and above your allocated 22.5 hours (pro rata).

Completed & Approved (In Worktime)      Remaining  
 18.50 hr    4.00 hr



Maximum Hours (In Worktime):      22.50 hours

Organisation Name	Date	Hours	Status	In Worktime
Test100	17 Jun 24	100.00	✓	
Test1	16 Apr 24	1.00	✓	
Test2	6 Apr 24	2.00	✓	✓
Test3	1 Apr 24	16.50	✓	✓
Test4	1 Apr 24	2.00	?	✓

### Manager email confirmation

The line manager will then receive an email to approve the volunteering hours.

The manager can either click on the 'Colleagues Connect' link and view detail of the entry for which they received the notification for along with all outstanding submissions awaiting approval.

Manager name  
 name has submitted volunteering hours for your approval.

As their manager, you now need to approve the hours before it can be included in the Steering Wheel results. Use the links below, or log in to the [Colleagues Connect](#) website to view more detail.

**Volunteering Date**    3 Dec 2018  
**Organisation**            The Meningitis Trust  
**Hours**                        8.50



Regards  
**The Midcounties Co-operative Community Team**

Alternatively the manager can approve or reject the submission directly from the notification using the relevant button (as above)

## Checking the status of your submissions

You can check the status of submitted hours at any time by logging back into Colleague Connect and clicking your name in the top right hand corner of the screen then selecting the following options from the drop-down list



My Dashboard

My Notifications

**My Dashboard** takes you to the submission form and lists current activities that have been approved by your manager.

**My Notifications** will show you details of manager approval or reject