


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

Next

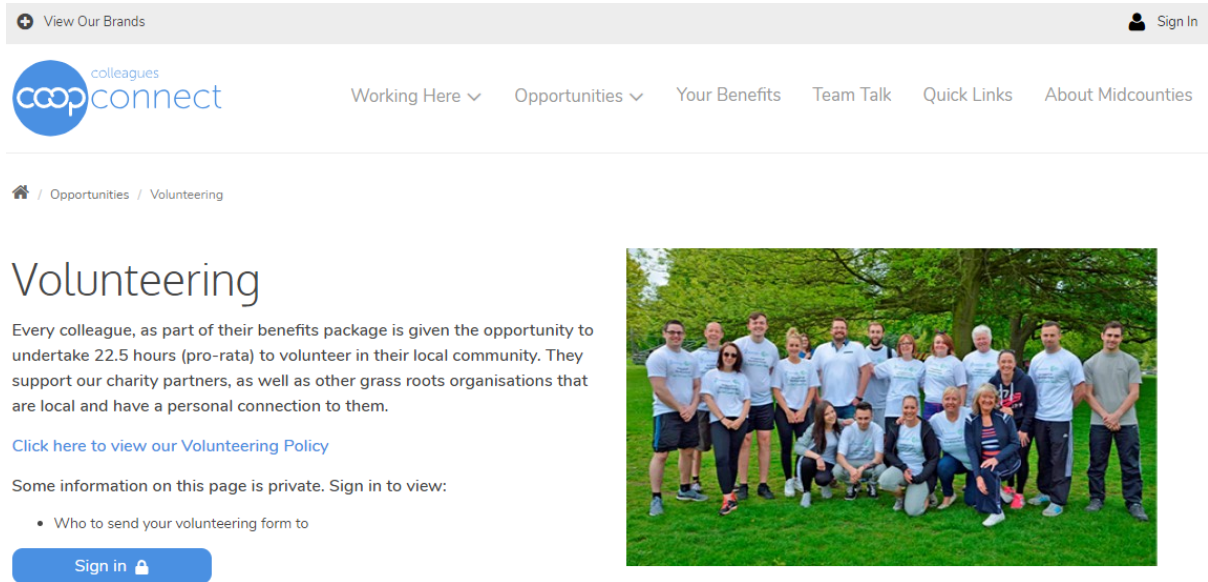
- **If you haven't created a password to enable you to use Colleagues Connect please speak to your manager who can use FastPass to enable you to assign a password to your username.**
- To complete the form you will need to have the name of the charity you volunteered for and the town or post code that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

Please note that from 27th January 2019 we will no longer accepting paper submissions by post or email.

The community team is on hand to help you with any queries you may have – 01902 492235 or email 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.



The screenshot shows the 'colleague connect' website interface. At the top, there is a navigation bar with 'View Our Brands' on the left and 'Sign In' on the right. Below this is a main menu with links for 'Working Here', 'Opportunities', 'Your Benefits', 'Team Talk', 'Quick Links', and 'About Midcounties'. The breadcrumb trail indicates the current location: 'Home / Opportunities / Volunteering'. The main heading is 'Volunteering'. The text explains that every colleague has 22.5 hours of volunteering time as part of their benefits package. A link is provided to view the 'Volunteering Policy'. A note states that some information is private and requires signing in. A blue 'Sign in' button is visible. To the right of the text is a group photo of approximately 20 people, many wearing light blue t-shirts, posing outdoors on a grassy area.

Press the blue sign in button

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

Volunteering Submission

You

First name

Last name

Colleague/Payroll Number

Branch Name

Branch Number

Business Group

Completed & Approved

0 hr

Remaining

22.5 hr

Maximum Hours:

22.5 hours

Volunteering Details

Date on which you volunteered*

How many hours did you volunteer for?*

(including preparation and travel time)



What is the name of the group/charity/event you volunteered for?*

What is the contact email of the group/charity/event you volunteered for?

Please supply this information if you have it

Where did the volunteering take place?*

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

Yes No

What did you do?*

Engagement

Did you volunteer in a group?*

Yes No

Submit

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.
- **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.
- **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?*

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). The submission can be seen under the completed and approved section of your dashboard on Colleagues Connect. Hover over the  to find out what stage it is now at.

Completed & Approved	Remaining	
0 hr	22.5 hr	
<hr/>		
Maximum Hours:	22.5 hours	
<hr/>		
Organisation Name	Date	
The Meningitis Trust	3 Dec 18	8.5 

Manager email confirmation

The line manager will then receive an email to approve the volunteering hours. Unless these are approved they will not be included in the steering wheel measures.

Manager name

Colleague 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

Approve

Reject

Regards

The Midcounties Co-operative Community Team

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.

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