



Reference for the Volunteer Reports SharePoint Site

Riverside County Human Resources

Rev. 9/1/2018

About the Volunteers Reports SharePoint Site: Riverside County Human Resources hosts this SharePoint site for departments to submit the monthly/quarterly volunteer reports that are required under the Riverside County Salary Ordinance (Ord.440).

Access to the Volunteer Reports SharePoint site: Contact William Marin at willmarin@rivco.org to request access to the site. The site address is

<https://rivcounty.sharepoint.com/sites/rchr/Volunteer/SitePages/Home.aspx>.

Log In: You may be prompted to enter your Rivco user id and password.

Complete Monthly Hours Report

The Monthly Hours Report is submitted by the 15th day of every month to report on the previous month's volunteer hours. You will complete a short online form reporting the following information:

- Total number of hours volunteered in the department
- Total number of active volunteers
- Total number of new volunteers
- Total number of terminated volunteers

Instructions:

1. Navigate to the Complete Monthly Hours Report page using the links on the left side of the page.

Volunteer Reports - Home - Google Chrome
Secure | https://rivcounty.sharepoint.com/sites/rhr/Volunteer/SitePages/Home.aspx

COUNTY OF RIVERSIDE
SharePoint

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RIVCO 1HR putting people first
Volunteer Reports EDIT LINKS
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EDIT LINKS

Welcome!

Welcome to Riverside County Human Resources' secure SharePoint site for agencies and departments to submit monthly hours reports and upload quarterly roster reports of volunteers.

Volunteers & Riverside County Salary Ordinance

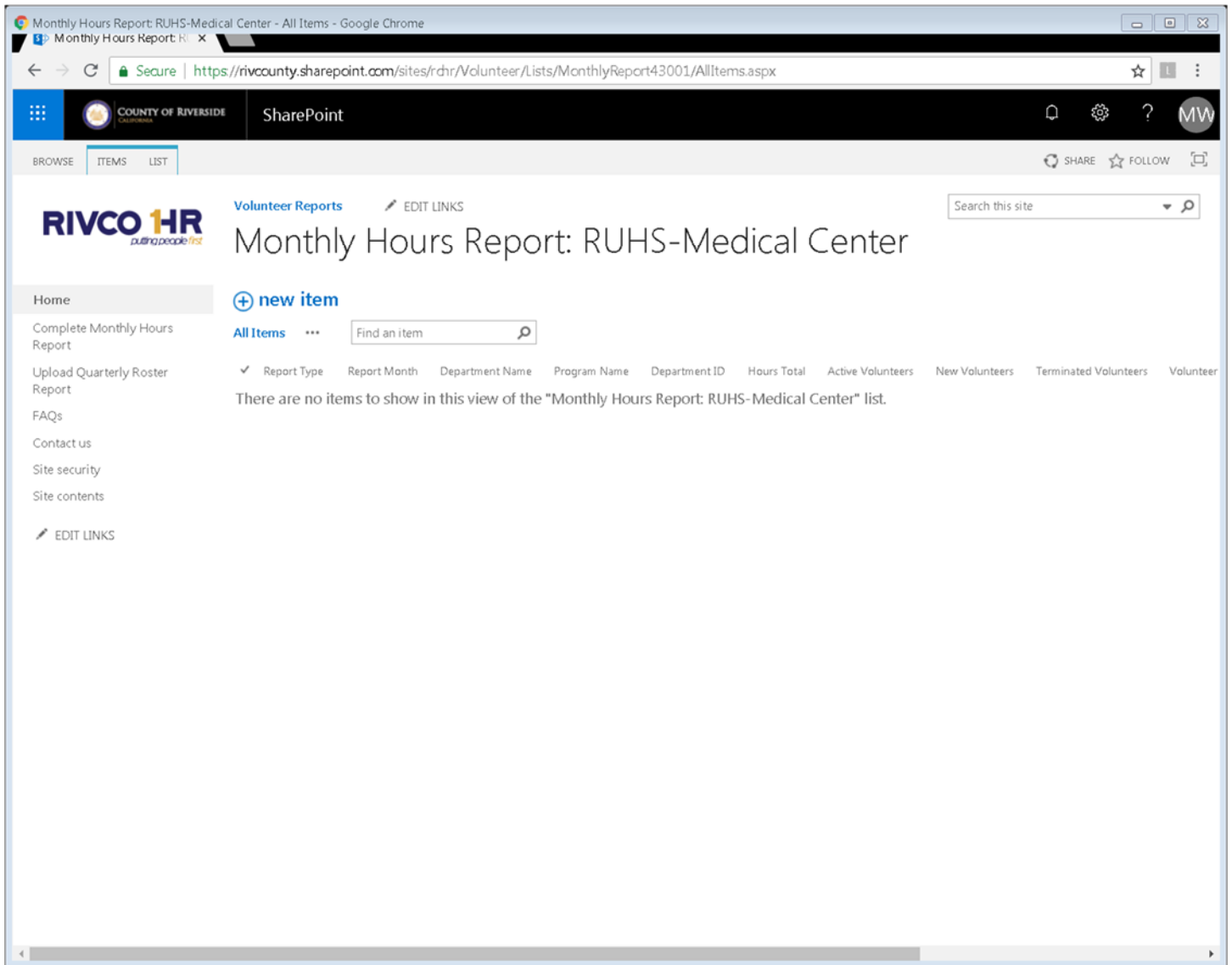
The [Salary Ordinance](#) authorizes County agencies and departments to establish volunteer programs or have individual volunteers. A volunteer is a person who performs authorized voluntary service to the County, without pay, and in aid of a recognized County purpose. The ordinance sets forth requirements for enrolling volunteers, recordkeeping, and reporting. Specifically, departments are required to:

- Maintain a roster for enrolling volunteers and recording their hours worked each month.
- Submit the volunteer roster quarterly to the Human Resources Department.
- Submit a monthly report to the Human Resources Department summarizing the hours volunteered.

2. Scroll down the page to the Online Form by County Department section and click on the link for your department.

The screenshot shows a web browser window displaying a SharePoint page. The browser's address bar shows the URL: <https://rivcounty.sharepoint.com/sites/rchr/Volunteer/SitePages/Monthly-Hours-Reports.aspx>. The page header includes the 'COUNTY OF RIVERSIDE' logo and the 'SharePoint' title. A search bar is located on the left side of the page. The main content area is titled 'Volunteer Reports' and features a 'New' button with a dropdown arrow, a 'Send by email' icon, and a 'Promote' icon. The page is published on 8/29/2018 and has an 'Edit' button. Below the header, there is a section titled 'Online Form by County Department' which contains a list of links to various county departments: [Animal Services](#), [Assessor-Clerk-Recorder](#), [Auditor Controller](#), [Community Action](#), [County Counsel](#), [District Attorney](#), [DPSS](#), [EDA](#), [Emergency Management](#), [Environmental Health](#), [Office on Aging](#), [Parks](#), [Probation](#), [Public Defender](#), and [Public Behavioral Health](#). At the bottom of the page, there is a 'Like' button, a '24 Views' indicator, and a 'Feedback' button.

3. Click on the New Item button.



4. Complete the fields on the online form and click the Save button.

Monthly Hours Report: RUHS-Medical Center - New Item - Google Chrome

Monthly Hours Report: R... x

Secure | <https://rivcounty.sharepoint.com/sites/rchr/Volunteer/Lists/MonthlyReport43001/NewForm.aspx?Source=https%3A%2F%2Frivcounty%2Esharepoint...>

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Save Cancel Paste Copy Attach File Spelling

Commit Clipboard Actions Spelling

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Report Month:

Enter the First Day for the Report Month
Example: 8/1/2018 for August 2018.

Department Name:

County Department or Agency Name

Program Name:

Optional

Department ID:

Optional

Hours Total:

Total Number of Hours Volunteered

Active Volunteers:

Total Number of Active Volunteers

New Volunteers:

Number of New Volunteers

Terminated Volunteers:

Number of Volunteers Terminated

Volunteer Coordinator:

Volunteer Coordinator/Manager

Submitted By:

Person Submitting the Report

Submitted Date:

Original Date Submitted

Updated Date:

Date Report Updated for Revised Reports

Comment:

5. View your report and you're done!

Monthly Hours Report: RUHS-Medical Center - All Items - Google Chrome

Monthly Hours Report: R... x

Secure | https://rivcounty.sharepoint.com/sites/rchr/Volunteer/Lists/MonthlyReport43001/AllItems.aspx

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+ new item

All Items Find an item

Report Type	Report Month	Department Name	Program Name	Department ID	Hours Total	Active Volunteers	New Volunteers	Terminated Volunteers
Monthly Hours Report	8/1/2018	RIV UNIVERSITY HEALTH SYSTEM-MEDICAL CENTER			100	50	3	5

EDIT LINKS

Upload Quarterly Roster Report

The Quarterly Roster Report is uploaded in the months of January, April, July and October. The preferred file format is Excel or PDF. The Quarterly Roster Report you upload must contain the following information for each volunteer:

- Name
- Number of Hours Volunteered by Month
- Enrollment Date
- Termination Date
- Assignment Location

Instructions:

1. Navigate to the Upload Quarterly Roster page using the links on the left side of the page.

Volunteer Reports - Home - Google Chrome
Secure | https://rivcounty.sharepoint.com/sites/rhr/Volunteer/SitePages/Home.aspx

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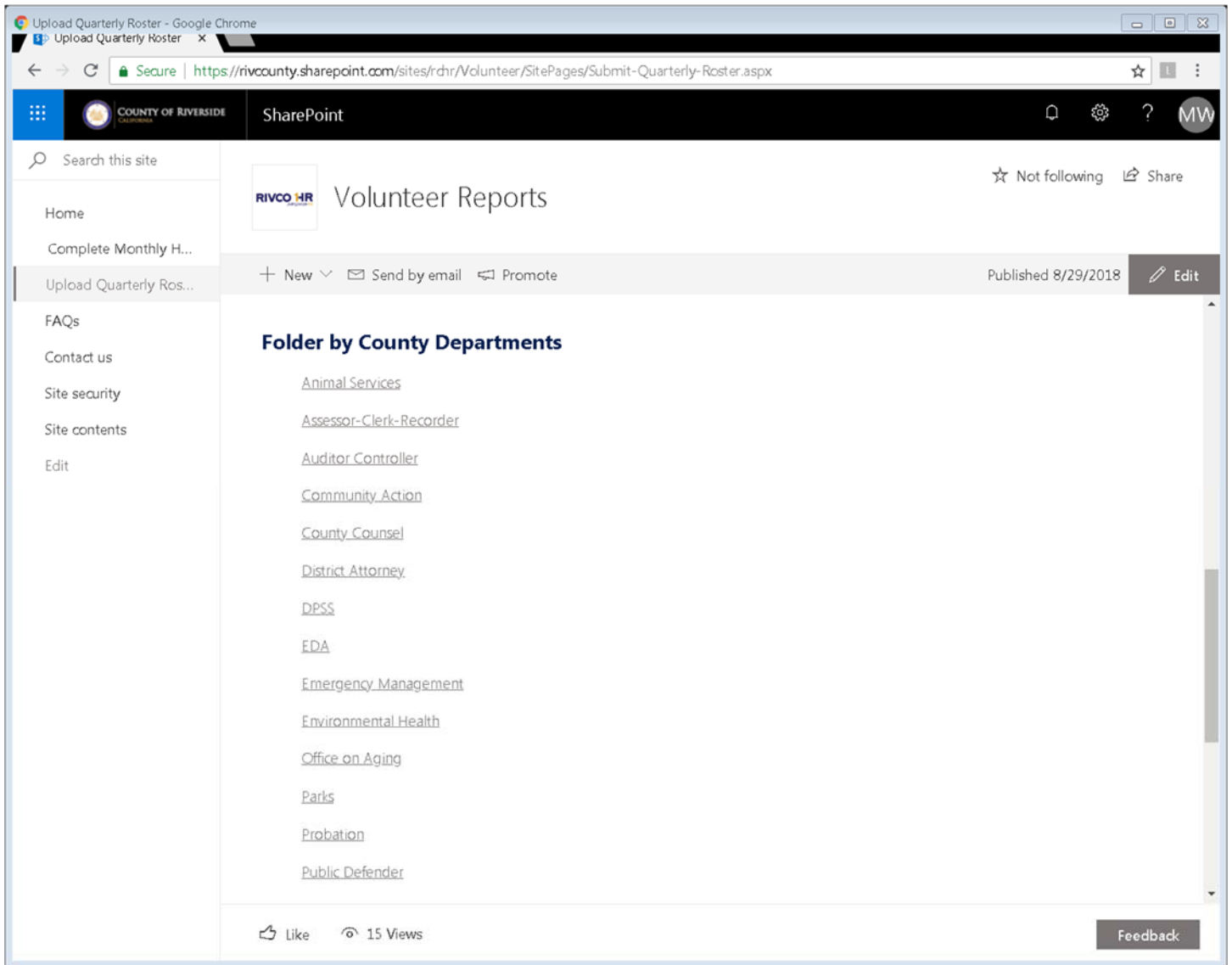
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Volunteers & Riverside County Salary Ordinance

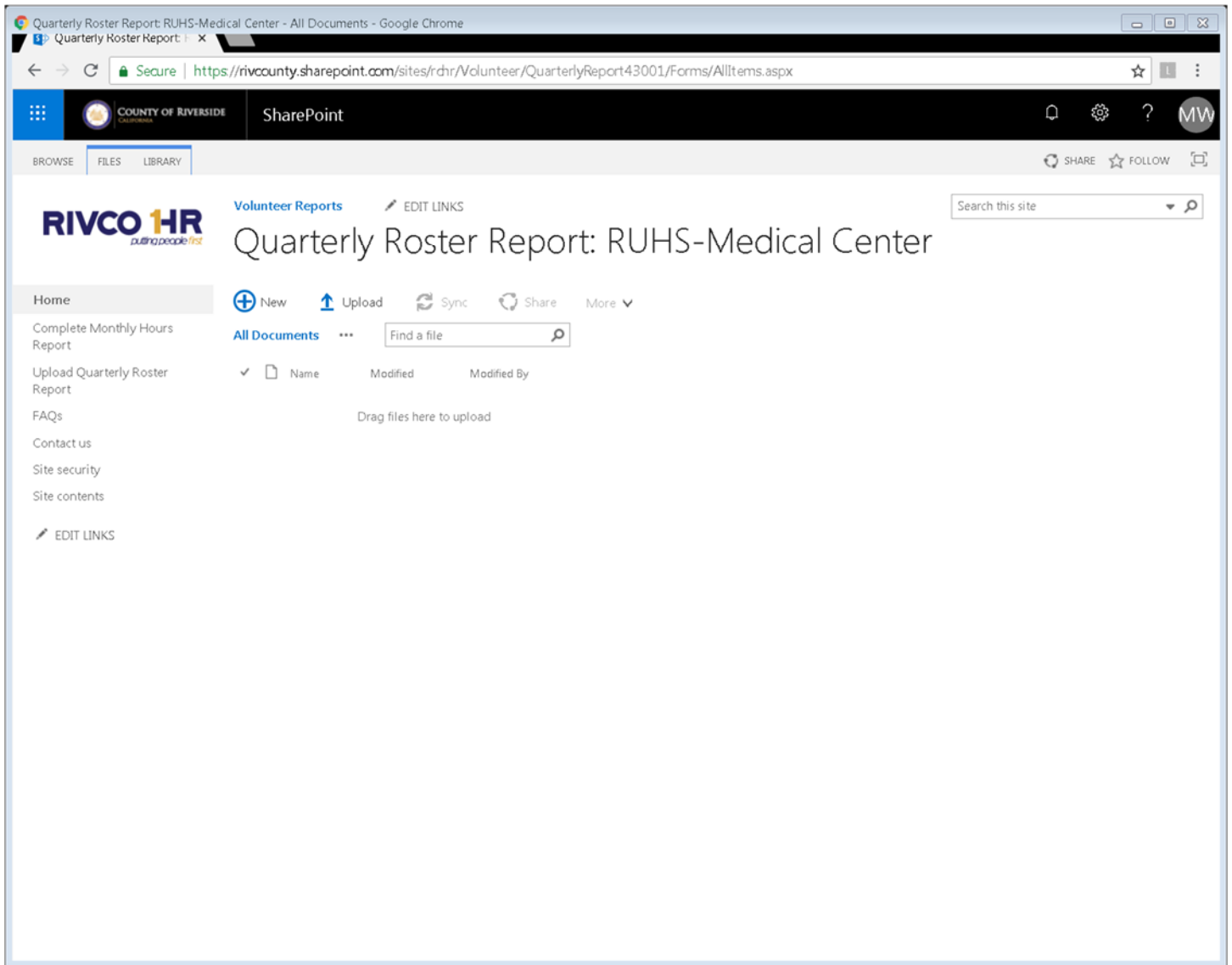
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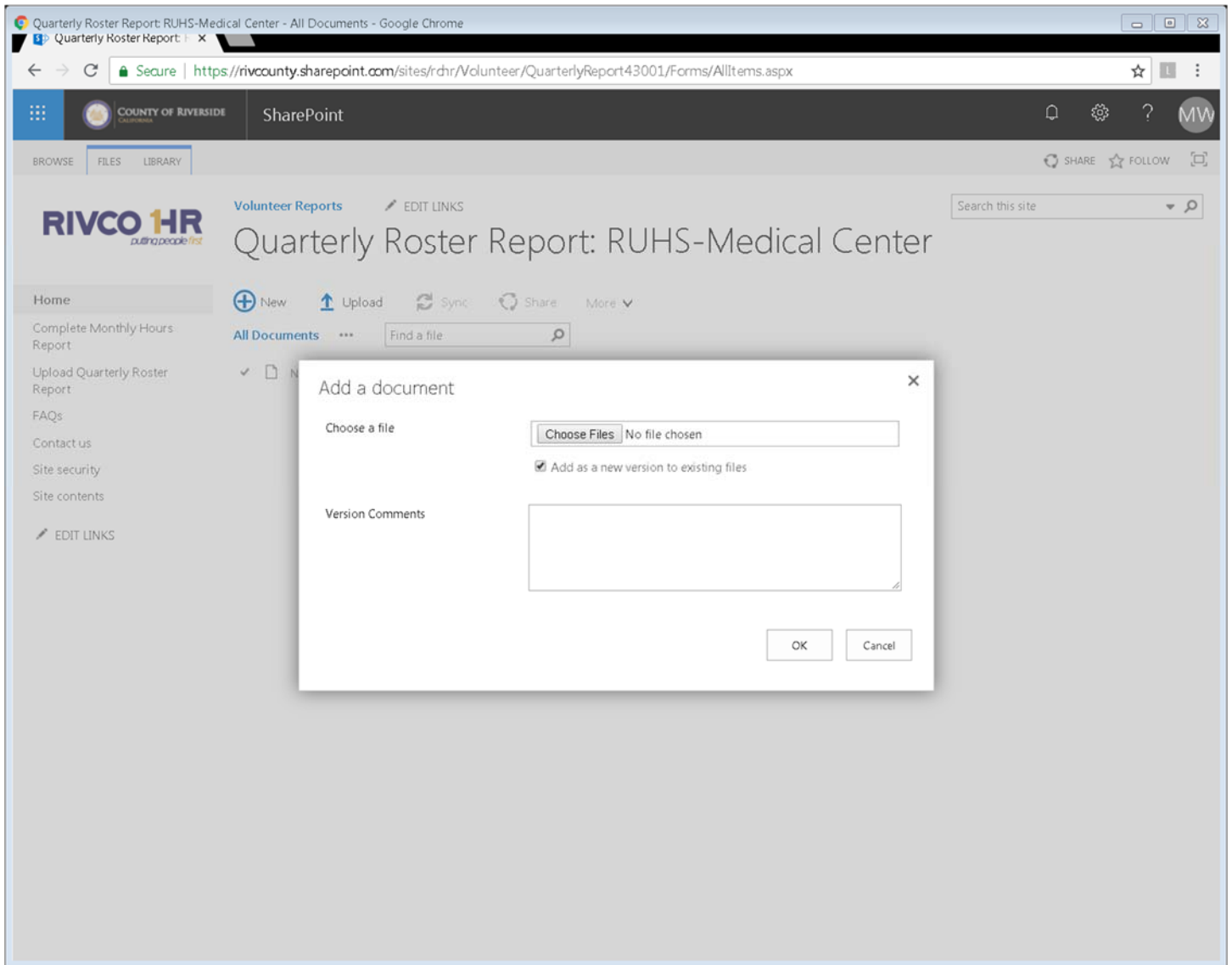
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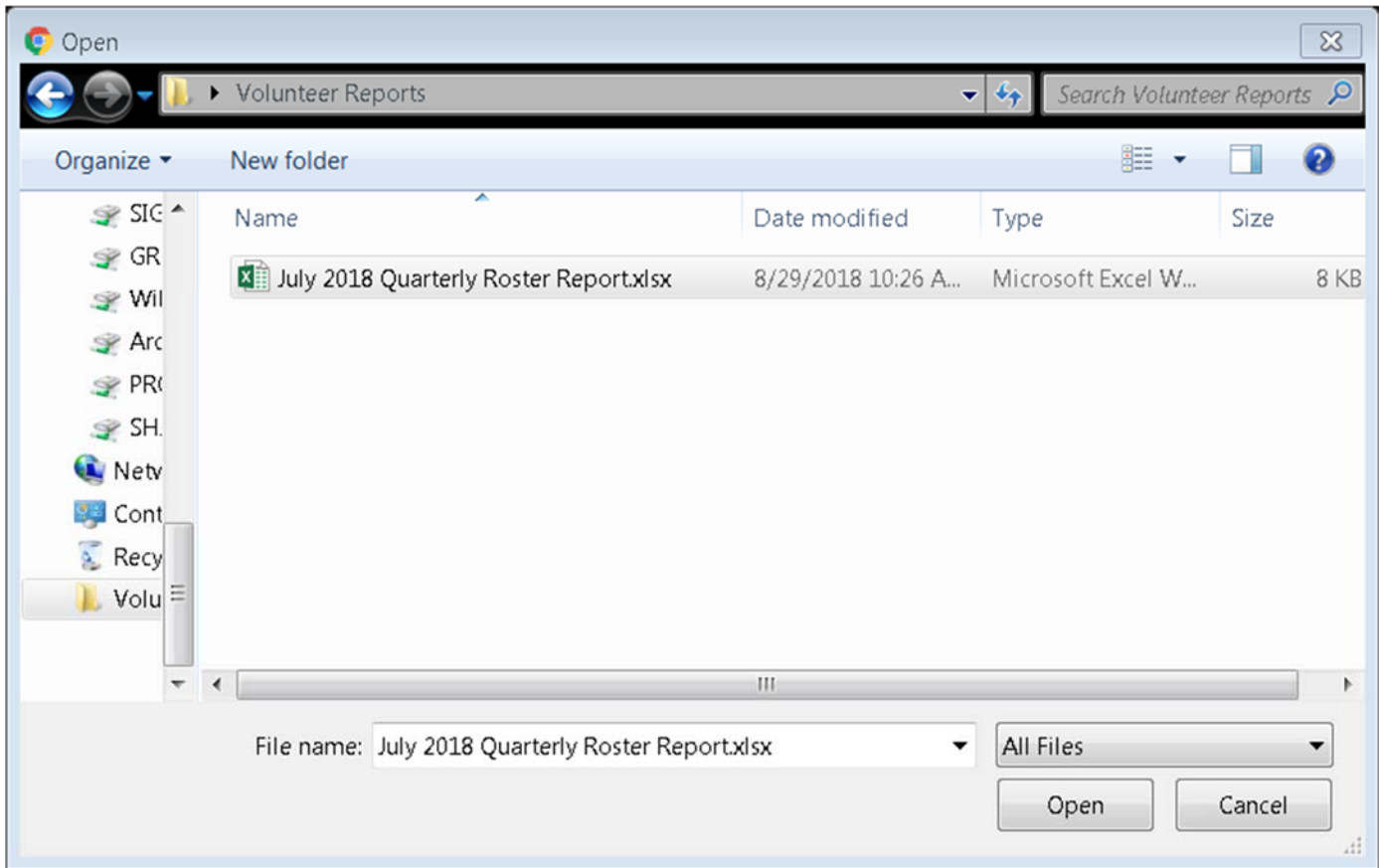
3. Click on the Upload button.



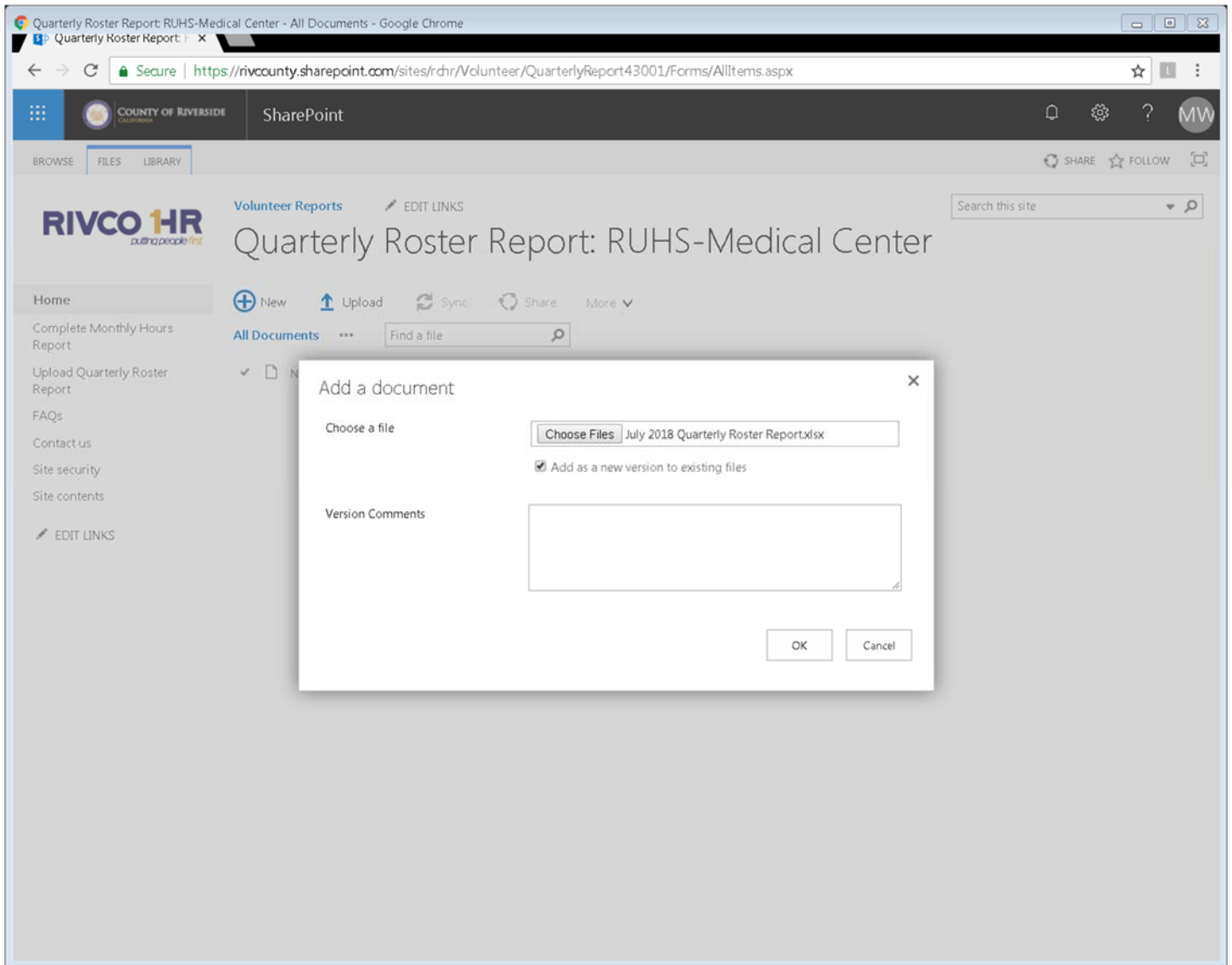
4. Click on Choose Files button.



5. Select the file and click on the Open button.



6. Click on the OK button.



7. View the report and you're done!

Quarterly Roster Report: RUHS-Medical Center - All Documents - Google Chrome

Quarterly Roster Report: x

Secure | <https://rivcounty.sharepoint.com/sites/rchr/Volunteer/QuarterlyReport43001/Forms/AllItems.aspx>

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New Upload Sync Share More

All Documents Find a file

Name	Modified	Modified By
July 2018 Quarterly Roster Report	A few seconds ago	Marin, William

Drag files here to upload