**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.

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

3. Click on the New Item button.
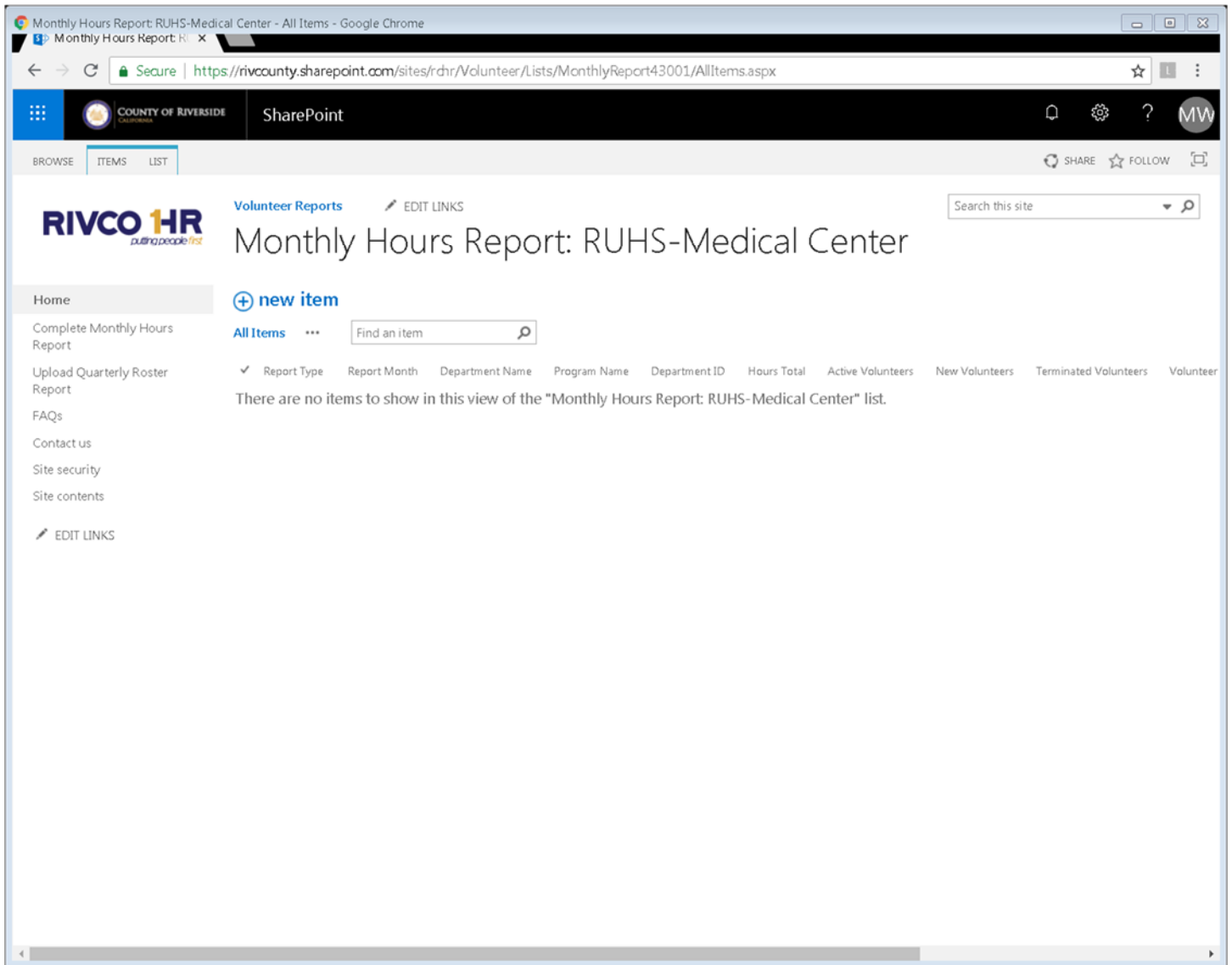
4. Complete the fields on the online form and click the Save button.

5. View your report and you're done!

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.
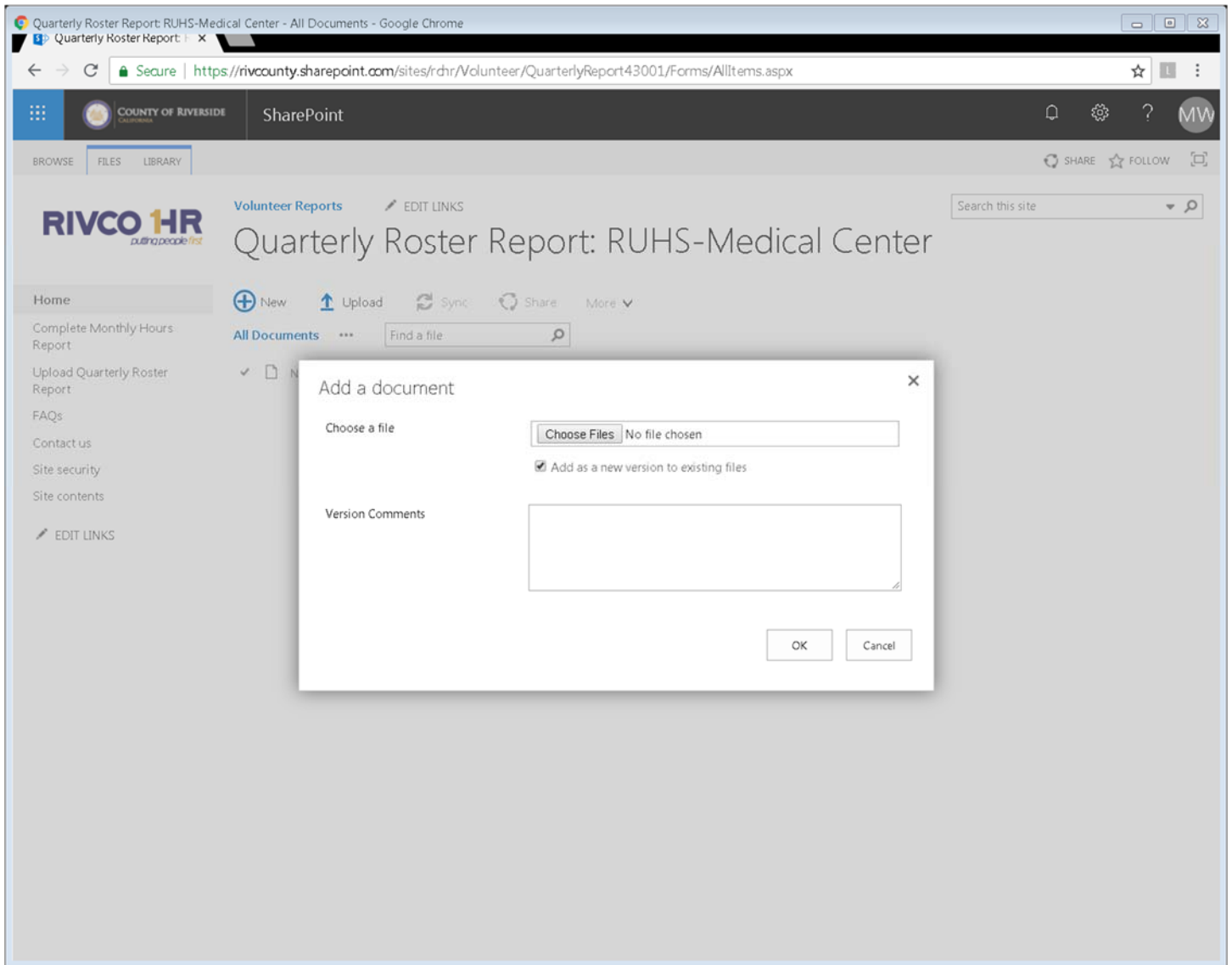
2. Scroll down the page to the Folder by County Department section and click on the link for your department.
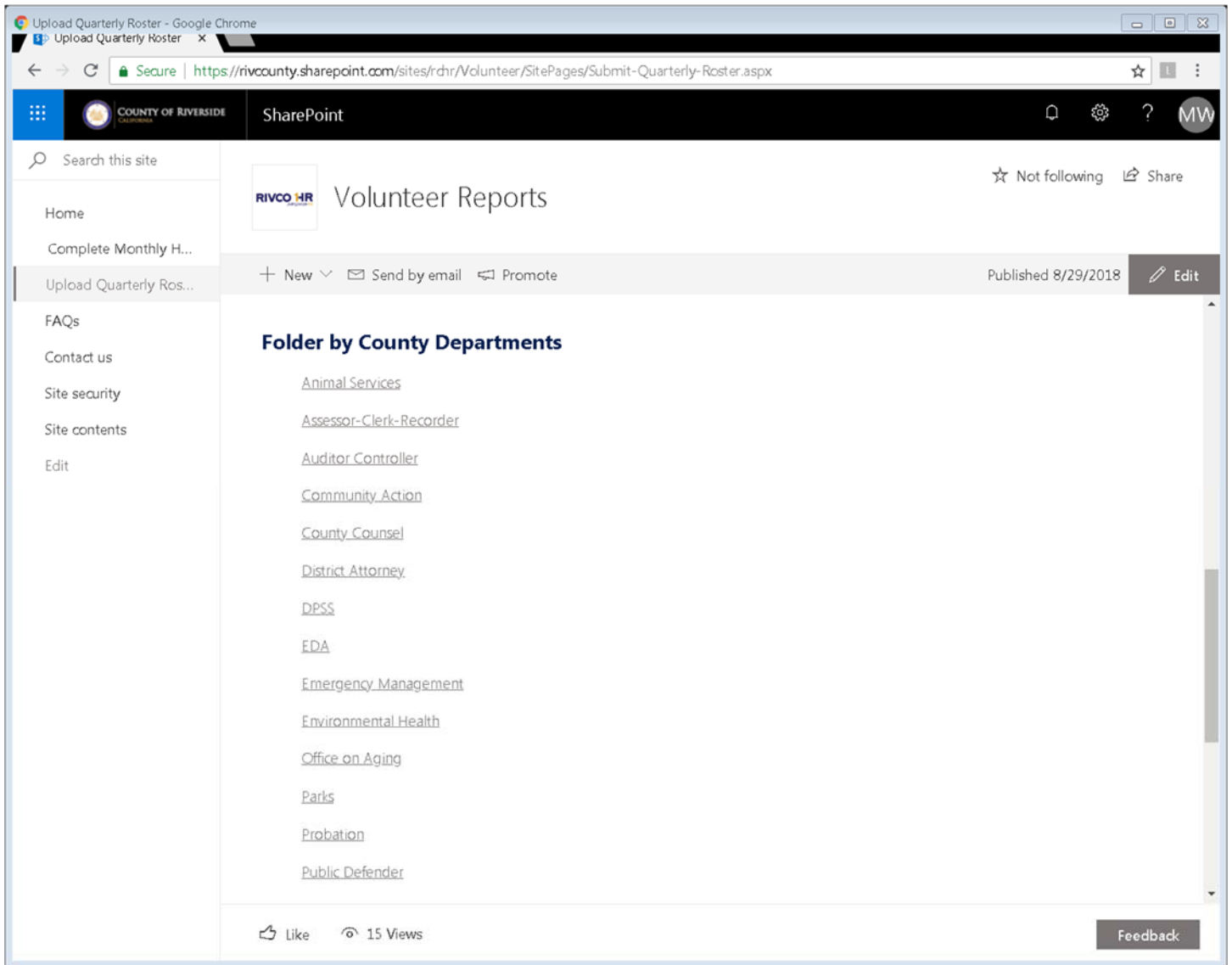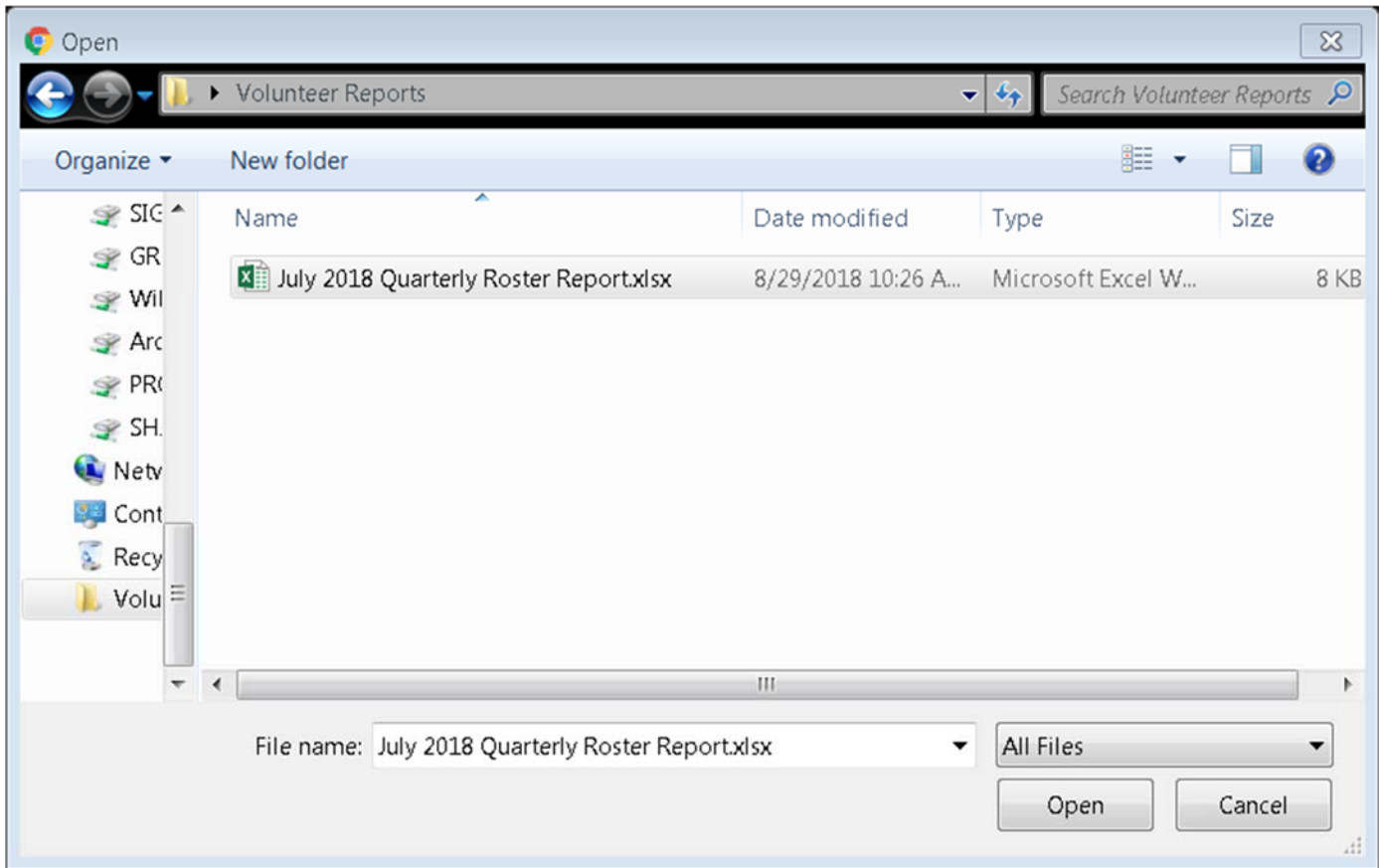
3. Click on the Upload button.
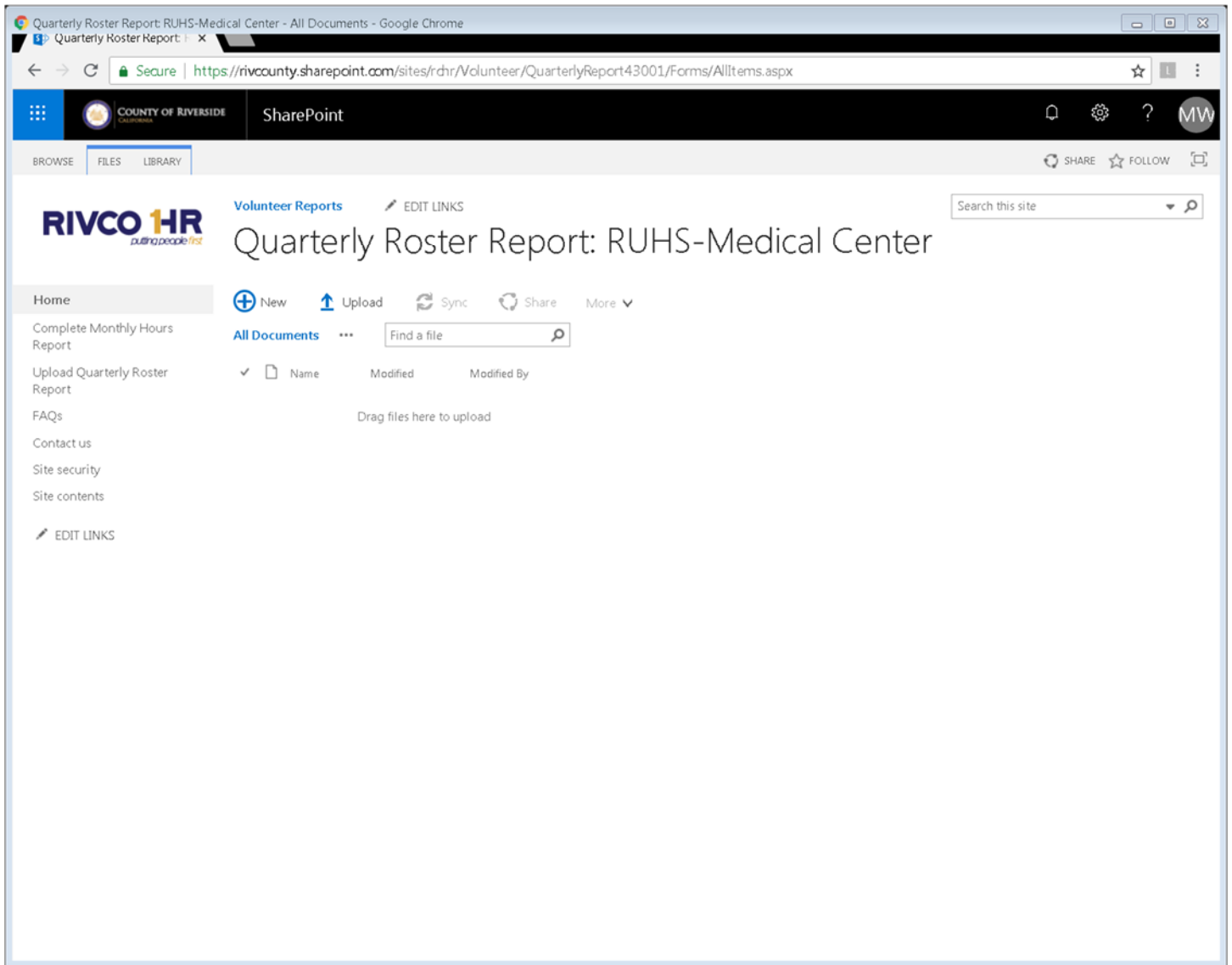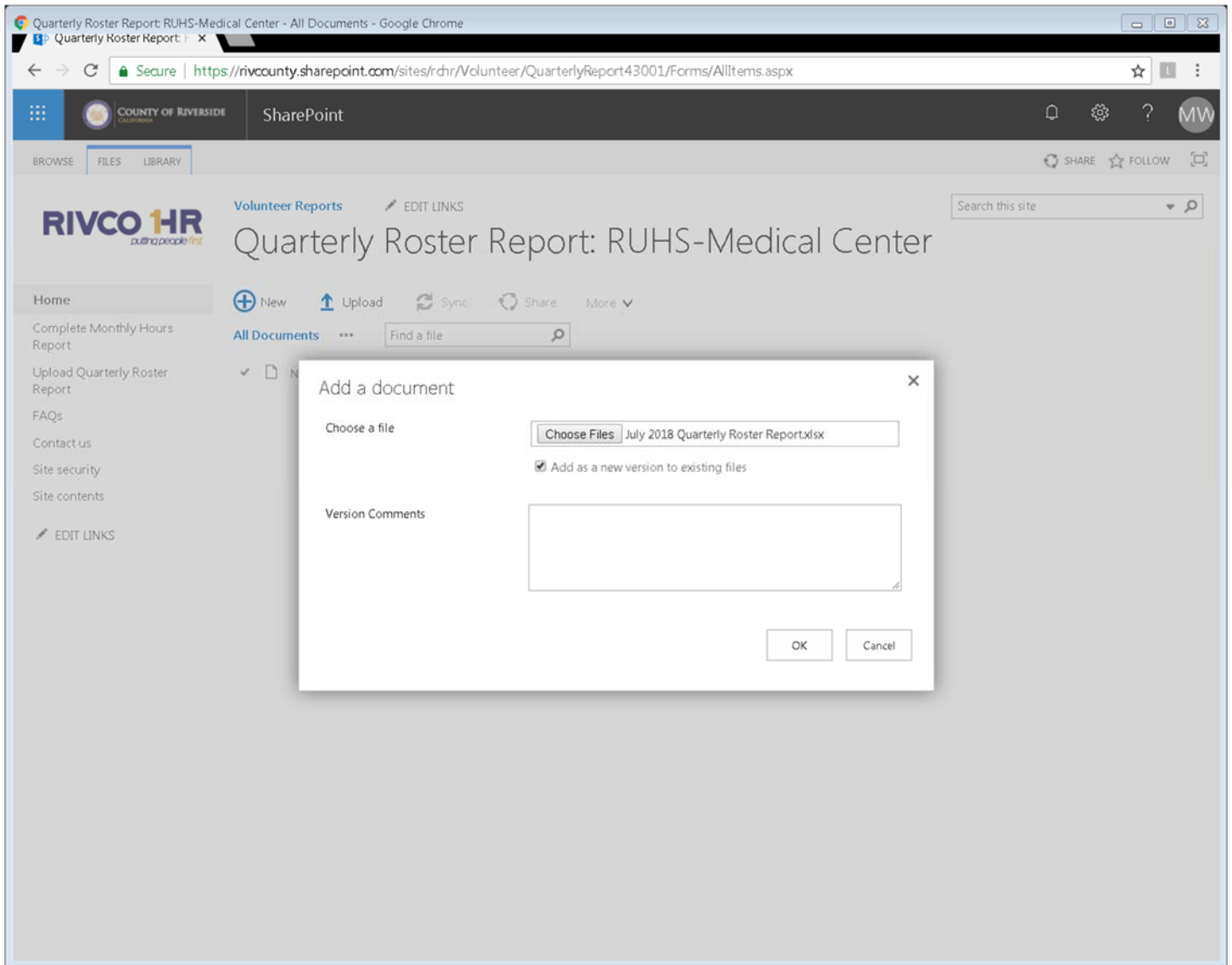
4. Click on Choose Files button.

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

6. Click on the OK button.

7. View the report and you're done!