BVP Volunteers: Time sheet Input Instructions

- Go to www.burbankca.gov/bvp
- Click on "Volunteers" tab on right hand side of screen
- Find "Enter hours here"
- Click on "here"
- That will direct you to the page to input your hours
BVP Volunteers: Time sheet Input Instructions

- This is the screen that you will see when you click on the "here" from the webpage.
- The username and password have been preset and can be changed.
BVP Volunteers: Time sheet Input Instructions

- Your user name is your first and last name without a space between them.
- For example: Elisa Accardi - elisaaccardi
- The password is: burbank
- No capital letters or numbers included
- Click OK
BVP Volunteers: Time sheet Input Instructions

- At this time you can change your username if you want to - you do not have to
- Enter same or new username under New User Name
- Password MUST be changed
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- once you have entered in your user name and NEW password, click OK
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- Please be sure to write down your user name and password to refer to each month.
- If for some reason you cannot remember it, please call Elisa Accardi at 818.238.5370 or email at eaccardi@burbankca.gov to recover
- Click Home - this will take you back to the BVP website. Click the volunteer tab on the right and click "here" again where it says to enter hours.
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- Enter your user name and password
- Click Ok
- Then click on the job that you are reporting hours for
- Click OK
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- Enter the hours for the month that you are reporting on for that specific Job
- For example: I worked 2 hours in Community Services.
- Where it says "The hours served in" click the drop down box and make sure it says April and the current year 2017
- You can only report hours of the current month we are collecting. If you need to turn in additional time sheets you may do so, but they have to be emailed, mailed or walked into the Joslyn Adult Center.
- Where it says "In this month I served" click the drop down box to the correct number of hours you served.
- Please note that your past hours for this job will be posted up to 6 months back.
- Once all entered, hit OK
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- If you need to enter additional hours for other jobs, click on the link that says "click here to enter hours for another job" and repeat the steps above.
- If you are done, click home or log out and it will take you back to the BVP webpage.