

Volgistics – How to Log Hours

If you happen to forget to sign in or out, you can still log your hours when you get home!

This is very important to the shelter because we receive grants and help based on the number of volunteer hours that have been recorded.

Go to www.heschatt.org and hover over Volunteer tab. Click on Current Volunteers and it will take you to this page:

Current Volunteers

Thank you for being such an important part of our work here at HES. If you have any questions about volunteering, please contact Jeanine Cloyd at (423) 624-5302 ext 228 or email volunteer@heschatt.org.

Log in to our Volgistics portal to sign up for shifts and more! [HERE](#)

Instructions on how to sign up for an event can be found [HERE](#)

Instructions on how to log hours can be found [HERE](#)

Once you are logged in, click on the Time Sheet tab. Here you will be able to select the date, assignment in which you performed service, and the number of hours for the service. After you've filled in the correct information, click Continue.

Time Sheet

What was the date of your service?

June 2017

S	M	T	W	T	F	S
			27	28	29	30
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

July 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	10	11	12	13	14	15
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16	17	18	19	20	21	22
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
23	24	25	26	27		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		

Which assignment did you serve in?

How many hours did you serve? hours, minutes

Select Yes or No on the next page if the information is correct or not. You can also review recent service history. (you can find your full-service history in the My Service History tab)