Time Logs vs Output Logs

Time Logs

- Interns and Corps Teams only
- Track hours
- Every week
- Completed by individuals

How to:

- Login to MySCA portal
- Go to Manage My Service Tasks tab (during the position) or View My History (after the position)
- Click on the position # (ex. PO-#####)
- Click "New Activity Time Log"
- Fill in all appropriate fields
- Click Save to edit later or Submit to send to your supervisor for approval

Tips:

- Time logs track actual time spent on activities during your position
- DO include time spent on training
- DO include time spent hiking/traveling to your work site after the start of your work day
- DO NOT include lunch breaks, days off, holidays, or sick time

Output Logs

- Track accomplishments
- Based on projects
- Every two weeks
- Completed by an individual or ONE representative of a group

How to:

- Login to MySCA portal
- Go to Manage My Service Tasks tab (during the position) or View My History (after the position)
- Click on the position # (ex. PO-#####)
- Click "New Output Time Log"
- Fill in all appropriate fields
- Click Save to edit later or Submit to send to your supervisor for approval
- Update or submit every two weeks with your most recent accomplishments

Tips:

- One SCA member submits for a group
- Use the unit of measurement required
- If working on the same area of land multiple times, only report those acres once