

Updating Volunteer Information Employee Procedures

1. Open your PDS
2. Click the Volunteer link
3. The ENGLink Deployment Volunteer Data Sheet will be displayed. Click the Edit Volunteer Sheet link.

Edit Volunteer Sheet Opt Out Volunteer Management [SAM]		
ENGLink Deployment Volunteer Data Sheet		
Employee: <u>Moody, Rodney Scott</u> (RSC)	Immediate Supervisor: Walters, Holmes W	Emergency Manager: Walters, Holmes W
Date Submitted:	FLSA Code:	Volunteer Type:
Deployment Time Criteria		
Event Type:	Preferred Volunteer Duration: (days)	
Employee Comments		
No comments.		
Approval Status		
Emergency Manager: N/A	Date:	By:
Immediate Supervisor: N/A	Date:	By:

Once the ENGLink Deployment Volunteer Data Sheet is displayed, it will be in edit mode. You will see your name, your Immediate Supervisor's and Emergency Manager's names.

4. Select whether you are a Conditional (default) or Permanent Volunteer.

Note:

Conditional volunteer allows you to enter the primary and alternate start and end dates. By selecting Conditional, you are indicating that you can only be deployed for a limited amount of time. The first row of dates is your primary dates or preferred volunteer dates and the second row are optional dates. If Permanent is chosen, the Available Start and End Date rows will be removed.

View Volunteer Sheet Edit Volunteer Sheet Opt Out Volunteer Management [SAM]		
ENGLink Deployment Volunteer Data Sheet		
Employee: <u>Moody, Rodney Scott</u> (RSC)	Immediate Supervisor: Walters, Holmes W	Emergency Manager: Walters, Holmes W
All volunteer information below is contingent on Emergency Manager and/or Immediate Supervisor approval.		
Conditional Volunteer:	<input checked="" type="radio"/>	Permanent Volunteer: <input type="radio"/>
Select the conditional volunteer box if you wish to specify a range of dates during which to volunteer.		
Available Start Date:	<input type="text"/>	Available End Date: <input type="text"/>
Available Start Date:	<input type="text"/>	Available End Date: <input type="text"/>
Deployment Type Criteria		
Complete the sections below denoting the conditions for which you would like to deploy.		
Event Type:	<input checked="" type="radio"/> Civil <input type="radio"/> Military <input type="radio"/> Civil and Military (ALL)	Length of Time:
		<input checked="" type="radio"/> 30 Days <input type="radio"/> 60 Days <input type="radio"/> 90 Days <input type="radio"/> 120 Days <input type="radio"/> More than 120 Days
Employee Comments (Optional)		

5. Select your Deployment Criteria (Civil, Military, or All types of Events).

Deployment Type Criteria			
Complete the sections below denoting the conditions for which you would like to deploy.			
Event Type:	<input checked="" type="radio"/> Civil		<input checked="" type="radio"/> 30 Days
	<input type="radio"/> Military		<input type="radio"/> 60 Days
	<input type="radio"/> Civil and Military (ALL)		<input type="radio"/> 90 Days
			<input type="radio"/> 120 Days
			<input type="radio"/> More than 120 Days

6. Select the Length of Time you are willing to deploy for if nominated and chosen (30, 60, 90, 120, 120+days).

7. Enter any comments you would like your supervisors to know about your deployment in the Employee Comments section.

8. Once you have completed entering your volunteer data, scroll to the bottom of the page and select the Yes affirmation box and then click the Submit Volunteer button.

Your Immediate Supervisor and Emergency Manager will be emailed notifying them of this volunteer completion. They will be directed to log into ENGLink and approve you as a volunteer.

You can choose to not have an email sent by following the instructions at the bottom of the page. They say, "Please un-check this box if you DO NOT wish ENGLink to send your Immediate Supervisor and Emergency Manager an email". You would then click the check mark in the box to remove the check.

The Immediate Supervisor (Walters, Holmes W) and Emergency Manager (Walters, Holmes W) will be emailed notifying them of this volunteer completion. They will be directed to log into ENGLink and approve this employee as a volunteer.		
Please un-check this box if you DO NOT wish ENGLink to send your Immediate Supervisor and Emergency Manager an email. <input checked="" type="checkbox"/>		
<input type="checkbox"/> Yes, I am ready to submit this form.		
Submit Volunteer	Clear Form	Cancel

Once you have submitted your Volunteer Information, the page below will be displayed. You will have a notice that your Immediate Supervisor and Emergency Manager have been emailed notifying them of updates to your Volunteer Information.

Notice	An automatically generated email has been sent to your <u>IMS</u> , Walters, Holmes W.
Notice	An automatically generated email has been sent to your <u>EOC-POC</u> , Walters, Holmes W.
Edit Volunteer Sheet Un-Volunteer Opt Out Volunteer Management [SAM]	
ENGLink Deployment Volunteer Data Sheet	
Employee: <u>Moody, Rodney Scott (RSC)</u>	Immediate Supervisor: Walters, Holmes W
Date Submitted: 08-DEC-2003	FLSA Code: C
Emergency Manager: Walters, Holmes W	
Volunteer Type: Permanent	
Deployment Time Criteria	
Event Type: Civil	Preferred Volunteer Duration: 30 (days)
Employee Comments	
I am ready to go.	
Approval Status	
Emergency Manager: <u>WAITING</u>	Date: 08-DEC-2003
Immediate Supervisor: <u>WAITING</u>	Date: 08-DEC-2003
By:	By:

You can make changes, if necessary, by clicking the Edit Volunteer Sheet link at the top of the page. You can also remove your Volunteer information by clicking the Un-Volunteer link. If you choose to not volunteer at all you can click the Opt Out option. By opting out from the volunteer program you will not be considered for future volunteer deployment. You may reinstate your desire to volunteer at any time by selecting the "Edit Volunteer Data Sheet" and submitting your updated information. By continuing, your volunteer data sheet and approvals will be reset to blank.

Notice that, after submitting your volunteer information, at the bottom of the ENGLink Deployment Volunteer Data Sheet you can monitor your Volunteer Approval Status. Once either the Emergency Manager or the Immediate Supervisor Approve/Disapprove your Volunteer status it will be reflected here along with the date Approved/Disapproved and the name of the person that Approved/Disapproved it.

Approval Status			
Emergency Manager: <u>WAITING</u>	Date: 08-DEC-2003	By:	
Immediate Supervisor: <u>WAITING</u>	Date: 08-DEC-2003	By:	

Once finished, you can click your name on the ENGLink Deployment Volunteer Data Sheet to return to your Personal Data Sheet.

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Employee: <u>Moody, Rodney Scott (RSC)</u>