

# 2013-2014 TIMESHEET PROCEDURE TO MEET FEDERAL GUIDELINES



## OnCorps Log In Procedure

**Username:** first initial last name (jsmith)

**Password is:** member13 (may change after initial log in)

### IMPORTANT

- *Always choose the appropriate supervisor for your service. (up to 3)*
- *There must be a timesheet for **EVERY** week in a member's term of service, even if the member serves zero hours in a given week.*

## Service Hour Categories In Compliance with Approved Keystone SMILES AmeriCorps Grant Objectives

### Service

**Education: Tutoring/literacy instruction** - *supervised* time serving with clients in an academic setting

**Youth Activities; Mentoring/life skills**- *supervised* time serving with clients in a social/behavioral improvement setting

**Youth Activities: After School Programs** -*supervised* time serving with clients in after-school programs

**Community Building/Service projects**-*supervised* time serving community members and needs. This option is also used when executing your service learning project.

**Volunteer Generation/Training/Management** - *supervised* time spent planning or executing service projects for with volunteers recruiting or leading volunteers for your program.

**Fundraising:** collecting money or goods for **your** program.

### Training

**Professional Development:** *supervised* activities designed to help member gain skills. I.e., portfolio development, trainings provided by SMILES or your host site.

**Disaster Preparedness:** CPR/First Aid, disaster psychology, terrorism, fire safety, search and rescue, and the disaster simulation.

**Citizenship:** *supervised* activities engaging members to gain knowledge of the role of national and community service i.e. Philly trip, National service day trainings.

**Service Learning:** Service learning coursework.

**Jury Duty:** Hours spent at Jury duty can be counted with proper documentation. Choose "Citizenship" from the drop-down box, then enter jury duty with a date in the comment box

### Time Off (New)

**Time Off:** Choose the reason for not serving: **Sick, host site closed, Bereavement, Personal time;** enter times that you would normally serve that day. These hours will not count toward your total.

### Due dates

Service hours must be entered by 4:00 pm Monday of each week.

Email reminders are automatically generated . Failure to enter service hours on time will result in a mailed paper check instead of direct deposit of your living allowance disbursement.

## TIMESHEET Guidelines

- A timesheet is required for **EVERY** week a member is enrolled during their term of service, even if a member does not serve hours during a given week, zero hours must be entered and approved by the direct supervisor.
- Online timesheets are accessible and audited by state and Federal employees working in the AmeriCorps program. As soon as hours are entered, they can be viewed by approved personnel, even if not approved. Hours **must be** entered after service hours are completed as stipulated by Federal regulations.
- If required, specific description information can be entered into the comment box beside the service hour description.
- **All AmeriCorps hours must be supervised.** Preparation at home is not eligible for service hours.
- **All hours recorded before clearances are returned must have an AmeriCorps Member **Accompaniment Verification form**.** (Not Applicable in school-based programs)
- **New:** All service hours are to be approved by host sites. Extra community service hours are not permitted in the 2013-2014 program year per the clarification from the Corporation for National and Community Service re: volunteer displacement as stipulated in the prohibited activities.
- Extra service hours are to be earned through service-learning projects designed by the host site, member, or AmeriCorps teams.

### Questions/Issues:

Should be submitted using the ticket system at [www.smilesamericorps.org](http://www.smilesamericorps.org) website or contact us at 814-797-2127 using the staff directory. The general practice for responses will be within 24 hours.