

Member Timesheets

Member timesheets are the official record of time and attendance in service, training, and fundraising. The timesheet is used to document a Member's eligibility for in-service benefits (e.g. living allowance) and post-service benefits (e.g. education award). Failure of the Member to record time and attendance could result in disallowance of all benefits received including (but not limited to) the living allowance and the education award.



The program must have a timekeeping system that is compliant with 2 CFR §200.430 as well as any additional requirements set by the Missouri Community Service Commission (MCSC).

Programs with multiple sites must have a written monitoring plan included in the organization's policies and procedures to document that Members are providing service at these sites as well. ***The program's timekeeping policy should be outlined in the Member Contract*** and training must be provided to AmeriCorps Members to ensure the accurate and timely submission of timesheets during the term of service. Training should also be provided to the site supervisors who monitor Member service activities as well as review and approve Member timesheets.

Note: Professional Corps Programs Only

If a Professional Corps program wants to follow the timekeeping practice of its profession and certify that Members have completed the minimum required hours, excluding sick and vacation days, it must get advance approval from CNCS. If a State Commission Formula funded Professional Corps program wants to follow the timekeeping practices of its profession and certify that Members have completed the minimum required hours, excluding sick and vacation days, it must get advance written approval from the State Commission.

Program Responsibilities

The program director is required, at a minimum, to:

- Ensure that each Member has the opportunity to successfully complete the term of service;
- Plan the term of service – taking into account holidays, calendar breaks of the service site (e.g. Spring Break), national days of service, and opportunities to make up missed hours; and
- Provide for meaningful training and direct service activities.

The program should not that a Member must serve the minimum number of hours noted below in order to be eligible to earn an education award:

Term	Minimum # of Hours
Full-Time	1,700
Half-Time	900
Reduced Half-Time	675
Quarter-Time	450
Minimum Time	300

The program may require Members to serve an additional number of hours as a safeguard. This requirement should be reasonable (e.g. requiring full-time Members to serve a minimum of 1720 hours during the term of service) and outlined in the Member Contract.

General Member Timesheet Instructions

- 1) Members should **complete the timesheets on a daily basis**.
- 2) Hours should be recorded in **15-minute increments**, using these fractions:
[15 minutes = .25] [30 minutes = .50] [45 minutes = .75] [60 minutes = 1.00]
- 3) Members should **submit timesheets regularly** per the program’s timekeeping policy.
- 4) Site Supervisors should **verify the accuracy of the service hour totals**.
 - a. Only hours served must be documented.
 - b. **Lunch breaks do not count** as service hours unless the lunch hour includes structured activities like speakers and trainings.
 - c. Training time cannot exceed 20% of the aggregate hours for all Members.
 - d. Fundraising is limited to 10% of the individual Member hours.
- 5) Timesheets must be **signed and dated by both the Member and the Site Supervisor**.
 - a. Member timesheets **may not be signed prior to the last day in the pay period** (*i.e. Member timesheets cannot be signed in advance of service being completed*).
- 6) Timesheets **must be completed with permanent ink**; especially signatures.
- 7) **Do not use “white out” to correct mistakes**. Line through the error, write in the correct number, and initial the correction.

Compliance/Accountability: To ensure compliance with timekeeping requirements, the program should take the following preventive measures:

- Providing clear and concise written timekeeping policies and procedures;
- Formatting timesheets to align with the timekeeping requirements outlined in federal and state guidelines;
- Regular and thorough review of Member timesheets by the site supervisor prior to approval;
- Periodic sampling of Member files to ensure timesheets are properly maintained; and
- Periodic review of Member timesheets for accuracy.

Manual Timesheets

An AmeriCorps Member's timesheet must accurately record the number of hours the Member accrues during a time period while performing his/her duties and clearly distinguish the hours as service, training, or fundraising. These primary classifications of hours are defined as follows:

Classification of Hours	Definition/Example(s)
Service	Direct service activities and related planning; special service projects during national days of service; volunteer coordination activities; etc.
Training	Personal, professional, and civic development activities such as training specific to direct service activities, First Aid/CPR, citizenship training, disaster response training, Life after AmeriCorps, etc. <i>Note: No more than 20% of aggregate Members' hours should be dedicated to training.</i>
Fundraising	Fundraising related to the program's direct service activities; activities must adhere to 45 CFR §2520.40-45. <i>Note: No more than 10% of an individual Member's hours should be dedicated to fundraising.</i>

Manual timesheets should adhere to the following standards:

1. Timesheets should have an original signature by both the AmeriCorps Member **and** the site supervisor.
2. Hours in service, training, or fundraising should be calculated correctly.
3. Hours in service, training, or fundraising should be separated.
4. Description of activities, if applicable, should be clear and concise.
5. Training and fundraising hours should not exceed the allowable limits.
6. Timesheets should support eligibility to earn the Segal AmeriCorps Education Award.
7. Timesheets should be maintained in the Member record/file.

Electronic Timesheets

The Missouri Community Service Commission requires programs to use OnCorps Reports (<http://mo.oncorpsreports.com>) as the electronic timekeeping system. The same guidelines outlined for manual timesheets applies to electronic timesheets – including access restrictions, security, confidentiality, and retention of records.

For any other electronic timekeeping system used in addition to OnCorps Reports, the following minimum standards must be met to be considered by MCSC for approval:

1. A written policy must be in effect establishing the use of the electronic timekeeping system as the agency's system of record for AmeriCorps Members and/or staff.

2. A secure, verifiable electronic signature system must:
 - a. Identify and authenticate a particular person as the source of the electronic signature; and
 - b. Indicate such person's approval of the information contained in the electronic message.
3. The system must not allow changes to the electronic record once appropriate electronic signatures have been applied unless there is a clear, auditable record of the revision(s).
4. The validity and integrity of the record must not be compromised. The electronic storage procedures and system must ensure the safekeeping and security of records including:
 - a. Unauthorized changes and erasures of records;
 - b. Only authorized persons have access to records;
 - c. Prevention of physical damage to records;
 - d. A system is in place for back-up and recovery of records; and
 - e. Easy retrieval of records in a timely fashion.

****EXAMPLE MANUAL TIMESHEET****

Capital City Non-Profit
 1234 Volunteer Lane
 Jefferson City, MO 65101
 PH: (573) 555-5555
 FAX: (573) 666-6666
 Email: capitalcitynfp@aol.com

For program administration use only:

 Hours entered into OnCorps on: _____

Member Name: _____
Title: _____
Department: _____

Project Name: _____
Period: _____
Supervisor: _____

Member Service Log											
Day	Dates	Morning Hours			Afternoon Hours			Total Hours	Total Activity Hours		
		In	Out	# of Hours	In	Out	# of Hours		Direct Service	Training	Fundraising
Monday	06/03/13	8:00	12:00	4	1:00	5:00	4	8			8
Tuesday	06/04/13	8:00	12:00	4	1:00	2:00	1	5		5	
Wednesday	06/05/13	8:00	12:00	4	1:00	5:00	4	8			
Thursday	06/06/13	8:00	12:00	4	1:00	8:00	7	11	11		
Friday	06/07/13	8:00	12:00	4	1:00	4:00	3	7	7		
Saturday	06/08/13										
Sunday	06/09/13										
Monday	06/10/13	9:00	12:00	3	1:00	5:00	4	7		7	
Tuesday	06/11/13	8:00	12:00	4	1:00	3:00	2	6	6		
Wednesday	06/12/13	8:00	12:00	4	1:00	5:00	4	8	8		
Thursday	06/13/13	8:00	12:00	4	1:00	5:00	4	8	8		
Friday	06/14/13	8:00	12:00	4	1:00	4:00	3	7	7		
Saturday	06/15/13										
Sunday	06/16/13										

By signing below, I hereby attest that the time record on this timesheet is true and accurate to the best of my knowledge.

 Member Signature

 Supervisor's Signature

 Date

 Date

**Entering Member Hours in OnCorps Reports (Electronic Timekeeping) **

To enter hours in OnCorps Reports, you must first log on by accessing the web site at <http://mo.oncorpsreports.com/>. The **TIME TRACKING** menu is where Members can enter and view their service hours.

Welcome Horace Grant [view/edit profile](#) | [logout](#)
Logged in as: AmeriCorps Member | Test Program | Energy Express Site
State & Program Year: West Virginia | 2012-2013

HOME REPORTING FINANCIALS **TIME TRACKING** DIRECTORIES CALENDAR HELP

Home
Welcome Horace
Your next [time sheet](#) is due Jun 17, 2013

The following Time sheet(s) have been rejected:

Time sheet(s) Period	Submit date	Rejected date	Reason	Review
6/15/2013 - 06/21/2013	04/08/2013	04/08/2013	Friday hours were entered in Fund Raising rather than Member Development	Review

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Enter Timesheets

Select a Period:

SAMPLE PERIOD: 01/01/2000 - 01/15/2000 [Choose](#)

Select One

SAMPLE PERIOD: 01/01/2000 - 01/15/2000

06/08/2013 - 06/14/2013

06/15/2013 - 06/21/2013

06/22/2013 - 06/28/2013

06/29/2013 - 07/05/2013

07/06/2013 - 07/12/2013

07/13/2013 - 07/19/2013

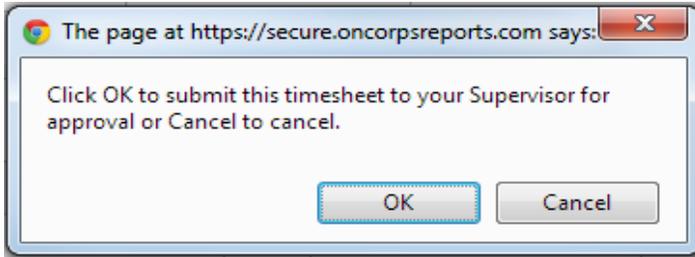
07/20/2013 - 07/26/2013

07/27/2013 - 08/02/2013

		Fund Raising	
	Pending Hrs	Pre	Tot
Paxson	300	0	0

- 1) After selecting 'Enter Timesheets' from the drop-down menu on the Home page, select the appropriate date range (as shown above) that you need to enter hours. This menu also lists the dates for when a timesheet was last saved, submitted to the Supervisor(s), and approved by the Supervisor(s) next to each timesheet period.
- 2) Click the **Choose** button. The Sample Period is for testing the timesheet approval process and the hours entered there do not count towards your total hours.
- 3) The timesheet will appear below a table (shown on the next page) detailing the total member hours. Hours can only be entered in quarter hour increments (numbers ending in .00, .25, .50, and .75).
- 4) To save the hours so it is possible to edit the timesheet later, click the **Save** button. When all hours have been entered for the week, click the **Authorize** and **Submit**

buttons. After you click the **Authorize** and **Submit** buttons, a pop-up window will appear asking for confirmation to submit the timesheet to the Supervisor(s) for approval. In the pop-up window, click the **OK** button to complete this action or click the **Cancel** to terminate the process and return to editing the timesheet.



- 5) Timesheets that have been submitted or approved are locked to prevent Members from making further changes; although, they may still be viewed. The screen will have a padlock icon in the upper right corner.

You are entering time for period: 06/15/2013 - 06/21/2013

This time sheet is DUE: 06/24/2013

Day	Training			Service			Total Hours
	Fund raising	Member Development	Child Connections	Family and Community Connections	Project		
Sat Jun 15	0	0	0	0	0	0	0
Description: <input type="text" value=""/>							
1000 characters left							
Sun Jun 16	0	0	0	0	0	0	0
Description: <input type="text" value=""/>							
1000 characters left							
Mon Jun 17	0	10	0	0	0	0	10
Description: <input type="text" value=""/>							
1000 characters left							
Tue Jun 18	0	8	0	0	0	0	8
Description: <input type="text" value=""/>							
1000 characters left							
Day	Fund raising	Training	Child Connections	Service	Project	Total Hours	
Wed Jun 19	0	8	0	0	0	0	8
Description: <input type="text" value=""/>							
1000 characters left							
Thu Jun 20	0	2	2	2	1	7	7
Description: <input type="text" value=""/>							
1000 characters left							
Fri Jun 21	0	0	4	4	1	9	9
Description: <input type="text" value=""/>							
1000 characters left							
Totals:	0	26		14			40

An e-mail is sent to the Site Supervisor(s) selected by the Member that he/she has submitted a timesheet for approval. A notice will also appear on the supervisor's home page. The supervisor(s) can either:

- 1) **Approve the timesheet.** All supervisors that receive the timesheet must approve it independently before the hours are officially approved.
 - a. Once the timesheet has been approved by all selected site supervisors, it is available for viewing by the Program Director.
 - b. Program directors viewing approved timesheets can either:
 - i. Take no action in OnCorps which indicates the timesheet is considered correct, or
 - ii. Unlock (reject) the timesheet and enter the reason why it is being sent back to the Member for revisions/corrections. An e-mail is sent to the Member and supervisor(s) with a notice appearing on their home pages when a timesheet is unlocked. The unlocked timesheet is now accessible for the Member to make revisions/corrections so that it can be resubmitted to the supervisor(s).
- 2) **Reject the timesheet.** If the timesheet is rejected, an explanation for the rejection must be entered in OnCorps. Only one supervisor needs to reject a timesheet to reject it; even if multiple supervisors are required to approve the timesheet.
 - a. An e-mail is sent to the Member and a notice appears on his/her home page once the timesheet has been rejected.
 - b. Once the timesheet is unlocked, it is now accessible for the Member to make revisions/corrections so that it can be resubmitted to the supervisor(s).
 - c. Note: Timesheets can also be rejected after being approved by a Supervisor. This will start the approval process over again.

****Site Supervisor Guide to Approving Member Timesheets****

Log in to OnCorps Reports (<http://mo.oncorpsreports.com>). The home page displays system-generated alerts about reports and records that require your attention. State commission staff can also place messages on this page. By clicking on the **Review** or **Update** buttons to the right of any notification, it will take you to the report or record that requires attention. For most notifications, changing the item in the record or report that is generating the alert will remove the notification from the home page. For notifications that do not require changing a record or report, clicking on the red button with an “X” on the right of the notification will remove it from your home page

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Welcome Phil Jackson [view/edit profile](#) | [logout](#)
Logged in as: Site Supervisor | Test Program | Energy Express Site
State & Program Year: West Virginia | 2012-2013

HOME | MANAGE RECORDS | REPORTING | FINANCIALS | TIME TRACKING | DIRECTORIES | CALENDAR | HELP

Home Page Tools ? Help Create PDF

Welcome Phil

The following AmeriCorps Members have submitted Time sheet(s) for approval:

Member	Time sheet(s) Period	Submit date	
Bill Cartwright	06/08/2013 - 06/14/2013	04/08/2013 8:46 AM	Review & Approve
Michael Jordan	06/08/2013 - 06/14/2013	04/08/2013 8:48 AM	Review & Approve
John Paxson	06/15/2013 - 06/21/2013	04/08/2013 8:24 AM	Review & Approve

The following AmeriCorps Members have unlocked Time sheet(s):

Member	Time sheet(s) Period	Unlock date	Reason
John Paxson	6/8/2013 - 06/14/2013	04/08/2013	Site Supervisor requested record be unlocked to add hours for 6/14/2013

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The following AmeriCorps Members have late or missing time cards for the following payroll periods:

Member	Payroll Period
Carol Murphy	08/08/2010 - 08/14/2010
Chris Black	08/01/2010 - 08/07/2010
Chris Black	08/08/2010 - 08/14/2010
Chris Black	08/15/2010 - 08/21/2010

Approving Member Timesheets

The ‘Approve Member Timesheets’ report is designed to provide supervisors an easy way to access all of the Member timesheets submitted for their approval. All Member timesheets submitted but not yet approved will display in the ‘Submitted Timesheets’ table at the bottom of the screen. Submitted timesheets can be filtered by either timesheet

period (by using the 'Select a Period' drop down menu) or by a specific Member (by using the 'Select an AmeriCorps Member' drop down menu).

To approve a timesheet, click on the **Approve** button for that time period and you will be taken directly to the timesheet for review and approval or rejection. When a timesheet has been sent to multiple supervisors, the table will display whether each supervisor has approved the timesheet. In order for timesheets submitted to multiple supervisors to be considered "approved", all of the supervisors must approve it in OnCorps.

A timesheet may still appear in the 'Submitted Timesheets' table after it has been approved because the other supervisors still need to approve it. If any of the supervisors reject a timesheet, then it is sent back to the Member for revisions/corrections and will have to be approved again by all of the supervisors responsible for approving the Member's timesheet.

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Logged in as: Site Supervisor | Test Program | Energy Express Site
State & Program Year: West Virginia | 2012-2013

HOME | MANAGE RECORDS | REPORTING | FINANCIALS | TIME TRACKING | DIRECTORIES | CALENDAR | HELP

Home > Time Tracking > Member Service Hours > Approve Member Timesheets

Page Tools | Help | Create PDF

Approve Member Timesheets

Select a Period:
Use this to view submitted AmeriCorps Member timesheets within a specific payroll period--all submitted AmeriCorps Member timesheets will be display for the selected payroll period.
SAMPLE PERIOD: 01/01/2000 - 01/15/2000

OR Select a AmeriCorps Member:
Use this to view all of an individual AmeriCorps Members' SUBMITTED timesheets.
Select One

Member	Period	Submitted	Super #1	Super #1 Approved?	Super #2	Super #2 Approved?	Super #3	Super #1 Approved?	Super #4	Super #4 Approved?
Bill Cartwright	06/08/2013 - 06/14/2013	04/08/2013 8:46 AM	Phil Jackson	<input type="button" value="Approve"/>						
John Paxson	06/15/2013 - 06/21/2013	04/08/2013 8:24 AM	Phil Jackson	<input type="button" value="Approve"/>						
Michael Jordan	06/08/2013 - 06/14/2013	04/08/2013 8:48 AM	Phil Jackson	<input type="button" value="Approve"/>						

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Rejecting Member Timesheets

The 'Reject Approved Member Timesheets' report is designed to give supervisors an easy way to reject a previously approved timesheet in which an error has been identified. Rejecting an approved timesheet notifies the Member that the timesheet is rejected and

allows them to revise/correct the timesheet before resubmitting it to the supervisor(s) for approval.

Approved timesheets can be filtered by either timesheet period (by using the 'Select a Period' drop down menu) or by a specific Member (by using the 'Select an AmeriCorps Member' drop down menu). Any approved timesheets that match your filter criteria will appear in the 'Approved Timesheets' table at the bottom of the screen. To reject an approved timesheet, click on the **Reject** button for that timesheet and it will take you directly to the timesheet where you can select the reject option. Enter the reason for the rejection at the bottom of the timesheet. Click on the **Download** button next to approved timesheets to download a PDF version of that timesheet for your records.

Reject Approved Member Timesheets

Select a Period:
Use this to view approved AmeriCorps Member timesheets within a specific payroll period--all approved AmeriCorps Member timesheets will be display for the selected payroll period.
06/08/2013 - 06/14/2013 Choose

OR Select a AmeriCorps Member:
Use this to view all of an individual AmeriCorps Members' APPROVED timesheets.
Select One Choose

Approved Timesheets

Member	Period	Submitted	Approved		
Horace Grant	06/08/2013 - 06/14/2013	04/08/2013 8:02 AM	04/08/2013 8:05 AM	Download	Reject

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Managing Member Hours

The Time Tracking menu is where you approve and manage Member timesheets. Member hours can be managed using the pages under the Member Service Hours sub-menu.

HOME | MANAGE RECORDS | REPORTING | FINANCIALS | TIME TRACKING | DIRECTORIES | CALENDAR | HELP

Member Service Hours
Supervisor In Kind Hours
Approve Member Timesheets
Filter Member Timesheets
Total Member Hours Graph
Member Total Hours Year-To-Date
Print Member Timesheets
Reject Approved Member Timesheets

The following AmeriCorps Members have submitted Time sheet(s) for approval:

Member	Time sheet(s) Period	Submit date	
Bill Cartwright	06/08/2013 - 06/14/2013	04/08/2013 8:46 AM	Review & Approve

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HOME | MANAGE RECORDS | REPORTING | FINANCIALS | TIME TRACKING | DIRECTORIES | CALENDAR | HELP

Member Service Hours
 Supervisor In Kind Hours

Approve Member Timesheets
 Filter Member Timesheets
 Total Member Hours Graph
 Member Total Hours Year-To-Date
 Print Member Timesheets
 Reject Approved Member Timesheets

Home
 Welcome Phil

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The following AmeriCorps Members have unlocked Time sheet(s):

Member	Time sheet(s) Period	Unlock date	Reason
John Paxson	6/8/2013 - 06/14/2013	04/08/2013	Site Supervisor requested record be unlocked to add hours for 6/14/2013

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You can also manage Member timesheets, including approving and rejecting timesheets, using the categories under the Member Service Hours sub-menu.

Member Total Hours Year-to-Date

The Member Hours Year-To-Date table shows the status of all hours that have been entered into the Members’ timesheets. The total hours entered into a timesheet by a Member includes Approved and Pending hours. Each column of the table is defined below.

Total Timesheet Hours

Member	Status/Hrs	Days Served	Approved Hrs	Pending Hrs	Fund Raising		Training				Service				Stats based on Approved Hours, Service Start Date & Expected End Date														
					Pre	Tot	Pre	1	2	3	4	Tot	Pre	1	2	3	4	Tot	Avg/Wk Target	Avg/Wk Current	Weeks Left	Hours Left	Avg/Wk Needed						
Bill Cartwright	Enrolled 300	0	0	16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	17.07	0	16.57	300	18.1
Horace Grant	Enrolled 0	2	16	24	0	0	0	16	0	0	0	16	0	0	0	0	0	0	0	0	0	0	0	0	0.12	-1.9	16.57	-16	-0.97
Michael Jordan	Enrolled 300	0	0	16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	32.81	0	17.57	300	17.07
John Paxson	Enrolled 300	0	0	56	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	36.84	0	16.57	300	18.1
Scottie Pippen	Enrolled 300	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	36.84	0	16.57	300	18.1
TOTALS	1200	2	16	112	0	0	0	16	0	0	0	16	0	0	0	0	0	0	0	0	0	0	0	0	123.69	-1.9	83.86	1184	70.42

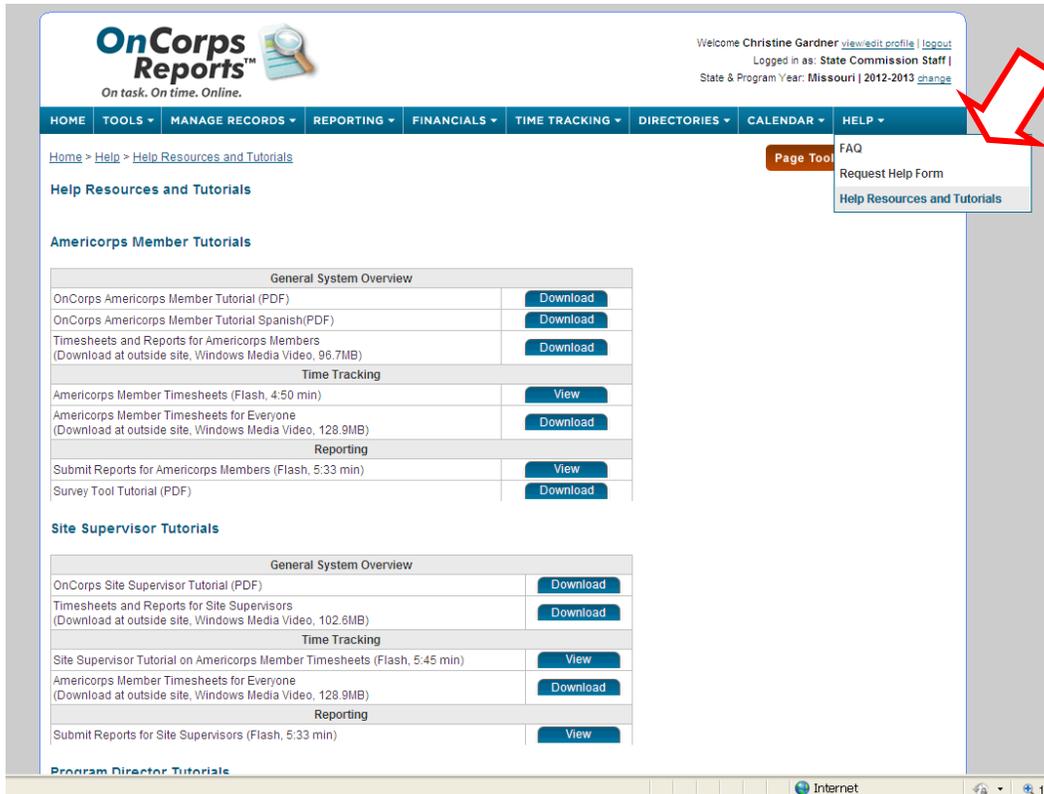
Training	
1	Member Development
2	
3	
4	
Service	
1	Child Connections
2	Family and Community Connections
3	Project
4	

- **Status/Hrs:** The current status of the Member (enrolled, suspended, etc) and number of hours a Member committed to serve.
- **Approved Hrs:** The total hours that have been approved by the supervisor(s).
- **Pending Hrs:** The total hours submitted by the Member not yet approved by the supervisor(s).
- **Pending Submitted:** The total hours a Member has entered into a timesheet but has not yet submitted for approval by the supervisor(s).
- **Pre:** Pre-OnCorps Hours - hours that were approved using a different timekeeping system before Members began using OnCorps timesheet system for Fundraising, Training, and Service.
- **1, 2, 3, 4:** Number of hours in each of the four possible subcategories of Training and Service hours that have been entered into OnCorps.
- **Tot:** (Pre + 1, 2, 3, 4) for each type of hours (Fundraising, Training, and Service)
- **Avg/Wk Target:** The average number of hours per week a Member should serve to stay on track to meet his/her hours.
- **Avg/Wk Current:** The average number of hours per weeks a Member is currently serving to date to stay on track to meet his/her hours.
- **Weeks Left:** The number of weeks remaining that a Member has to meet his/her hours.
- **Hours Left:** The number of hours remaining that a Member has to meet his/her hours.
- **Avg/Wk Needed:** The average number of hours per week a Member needs to serve to stay on track to meet his/her hours.

****Help & Tutorials for OnCorps Reports****

Below is how to access the tutorial for a demonstration on how to access and maneuver timesheets as an AmeriCorps member, Site Supervisor, and Program Director. It provides step-by-step instructions in a written format and a video format.

Note: Please do not submit Request Help Forms in OnCorps Reports without first contacting your assigned MCSC program officer.



The screenshot displays the OnCorps Reports website interface. At the top left is the logo "OnCorps Reports™" with the tagline "On task. On time. Online." and a magnifying glass icon. The top right shows a user welcome message: "Welcome Christine Gardner" with links for "view/edit profile" and "logout", and login information: "Logged in as: State Commission Staff | State & Program Year: Missouri | 2012-2013" with a "change" link. A navigation bar contains tabs for HOME, TOOLS, MANAGE RECORDS, REPORTING, FINANCIALS, TIME TRACKING, DIRECTORIES, CALENDAR, and HELP. A red arrow points to the HELP tab, which has a dropdown menu open showing "FAQ", "Request Help Form", and "Help Resources and Tutorials". Below the navigation bar, the breadcrumb "Home > Help > Help Resources and Tutorials" is visible. The main content area is titled "Help Resources and Tutorials" and is divided into three sections: "Americorps Member Tutorials", "Site Supervisor Tutorials", and "Program Director Tutorials". Each section contains a table of resources with "Download" or "View" buttons. The "Americorps Member Tutorials" section includes a "General System Overview" and three rows of resources: "OnCorps Americorps Member Tutorial (PDF)", "OnCorps Americorps Member Tutorial Spanish(PDF)", and "Timesheets and Reports for Americorps Members (Download at outside site, Windows Media Video, 96.7MB)". The "Time Tracking" section includes "Americorps Member Timesheets (Flash, 4:50 min)" and "Americorps Member Timesheets for Everyone (Download at outside site, Windows Media Video, 128.9MB)". The "Reporting" section includes "Submit Reports for Americorps Members (Flash, 5:33 min)" and "Survey Tool Tutorial (PDF)". The "Site Supervisor Tutorials" section includes a "General System Overview" and three rows of resources: "OnCorps Site Supervisor Tutorial (PDF)", "Timesheets and Reports for Site Supervisors (Download at outside site, Windows Media Video, 102.6MB)", and "Site Supervisor Tutorial on Americorps Member Timesheets (Flash, 5:45 min)". The "Reporting" section includes "Americorps Member Timesheets for Everyone (Download at outside site, Windows Media Video, 128.9MB)" and "Submit Reports for Site Supervisors (Flash, 5:33 min)". The "Program Director Tutorials" section is partially visible at the bottom. The browser's address bar shows "Internet" and the page number "1".

Program Staff Timesheets

All staff salaries and wages charged to the CNCS grant must be supported by signed time and attendance records and well-documented to ensure accountability of those funds. ***The timekeeping system for program staff must be compliant with 2 CFR §200.430.*** The mishandling of funds may require the program to reimburse those funds back to the State Commission. Therefore, it is extremely important that you have a solid system in place to track staff time worked on the activity directly and indirectly related to the CNCS grant. It is also imperative that timesheets are maintained so that personnel costs remain visible for easier adjustments, supervisors find it less complicated to keep track of who worked what project and the hours spent, and that the program remains in compliance.

Allocating CNCS funds and match requirements must be allowable, reasonable, and allocable for salaries, wages, and fringe benefits. ***Unallowable activities such as general advertising, public relations, demonstrations, lobbying, or fundraising (includes writing applications to CNCS) will be not be reimbursed by the grant.*** Staff time must be consistent with policies and procedures and applied uniformly. Whether direct or indirect costs, they must be ordinary and necessary for the operation of the grant. These costs must also be incurred specifically for the grant and treated consistently with other costs. This includes not shifting other federal funds to overcome the deficiency of the costs.

Electronic Timesheets

The Missouri Community Service Commission allows AmeriCorps sub-grantees to use electronic timekeeping systems as their system of record only by the Commission's review and approval; with the understanding that the same requirements outlined for the manual tracking of timesheets is applied to electronic timekeeping. This includes access restrictions, security, privacy, and retention of records. The following minimum standards must be met to be approved:

1. A written policy must be in effect establishing the use of the electronic timekeeping system as the agency's system of record for AmeriCorps Members and/or staff.
2. A secure, verifiable electronic signature system must:
 - a. Identify and authenticate a particular person as the source of the electronic signature; and
 - b. Indicate such person's approval of the information contained in the electronic message.
3. The system must not allow changes to the electronic record once appropriate electronic signatures have been applied unless there is a clear, auditable record of the revision(s).
4. The validity and integrity of the record must not be compromised. The electronic storage procedures and system must ensure the safekeeping and security of records including:
 - a. Unauthorized changes and erasures of records;
 - b. Only authorized persons have access to records;
 - c. Prevention of physical damage to records;

- d. A system is in place for back-up and recovery of records; and
- e. Easy retrieval of records in a timely fashion.

Timekeeping Findings

The findings below are common audit findings from OIG audits of Corporation grants. The Corporation, through the Office of Grants Management or the Field Financial Management Center can provide assistance to you if your review of these findings indicates you need to strengthen your policies and procedures in a specific area. You should request that assistance through your State Commission Program Officer.

- Staff allocating time to more than one grant were not keeping timesheets that show actual time spent on each grant.
- Lack of proper timekeeping systems.
- No timesheets or activity reports maintained or retained.
- No reconciliation between estimates and actual time (governments).
- Non-compliance with OMG requirements.
- Salaries and wages charged to the grant:
 - On the basis of budgeted amounts, instead of actual after-the-fact time (not allowed for non-profits).
 - Based on estimates (not allowed for non-profits).
 - Unsigned or unapproved timesheets by employee or supervisors.
 - Staff percentage of time charged to 2 or more programs is greater than 100%.
 - Timesheet, sign-in/out sheets, and payroll do not match.
 - Signatures for employees and/or supervisors are not consistent.
- Multiple timesheets prepared at the same time.
- Frequent use of white-out, changes or additions.
- Executive Director directed employee to record hours worked when they had not.

Preventing Timesheet Pitfalls

- 1) Review your written timekeeping policies and procedures-
 - a. Are they consistent with applicable OMB cost principles?
 - b. If not, implement changes immediately.
- 2) Is staff following the timekeeping policies and procedures?
 - a. Gather timesheets for all staff for current program year.
 - b. Review timesheets to ensure timesheets are completed and approved/signed as required.

Notify your State Commission Program Officer to determine the appropriate process for corrective action. Once this process has been completed, review to decide if your internal process for timekeeping needs to be changed. If so, revise the written policies and procedures and implement staff training on proper procedures.