

Timesheets and Recording Service Hours

A guide for Appalachia CARES / AmeriCorps Members



SUBMISSION:

- Pay periods are the 1st – 15th and 16th – last day of the month. Two per month, every month.
- Timesheets are due **5 days after the pay period ends**, on the 5th and 20th of each month.
- Call/email AHEAD of time if you have a legitimate issue with timely submission.
- Time sheets may be typed, but **formatting cannot be changed**. If you can't keep the formatting exactly the same due to software issues, you must print out and hand write. Handwriting must be legible.
- All timesheets must be printed and **signed in INK**. No electronic signatures accepted. Dates must include the YEAR.
- **Scan and email SIGNED timesheets to stephani@clinchpowell.net.**
 - Subject line should include the word **TIMESHEET** and **your name**. Example: TIMESHEET: Stephani McCarty.
 - **IMPORTANT:** Timesheets should be sent from your email address. If sent from another email address (staff at the site), your name must be included in the subject line or body of the email. *If you have connectivity issues or cannot scan, timesheets MUST be snail mailed to PO Box 396, Rutledge, TN 37861.*

RECORDING HOURS:

- Include EVERY day in the pay period on the time sheet and fill it out completely.
 - Recording **fraudulent hours** in association with a federal grant is a **criminal act** and will be reported to the Attorney General. Hours will be monitored closely by the site and the program.
 - All major schedule changes must be pre-approved by your site and our program.
- When handwriting, mistakes should be marked through with one line, corrected, and initialed. **No white-out.**
- Round to the nearest whole or half hour, and make sure all sign in/out times are recorded on the :00 or :30.
- Record a 30-minute lunch break when serving over 6 hours consecutively.
 - Exceptions *may* include: special meetings or events which include lunch or supervising youth through lunch—**all exceptions must be preapproved by emailing Stephani, and noted in the activities.**
 - Do not take lunch in the first or last hour of your service.
 - If your site closes for lunch or requires a longer lunch break, record the full time taken off.
- **Inclement weather & emergency closures:** In the event your site is closed or your supervisor advises you to stay at home due to weather concerns or other unforeseen emergencies, you must notify the program office. *With approval* from the program office, any day your site is closed should be recorded as a holiday.

ACTIVITIES:

- Members are responsible for tracking activities on the timesheet. Depending on what / how many different things you are doing every day, you may need one activity column, or you may need four. Only use as many as needed for the activities you are doing that day, and leave any unused columns BLANK. Record the hours for each recorded activity in the column directly to the right of the activity column.
- Use the codes at the bottom of the time sheet in the “Act. 1, Act. 2, etc.” columns.
 - Code E: Energy Efficiency Services – If you are in an EE placement, this will be the majority of your time.
 - Code H: Housing Services – If you are in a HS placement, this will be the majority of your time.
 - Code C: Capacity building – Either position (EE or HS) may participate in capacity building, including volunteer recruitment, expanding existing agency programs, establishing new agency partnerships, social media and website management, etc. *This time should be very limited.*
 - Code F: Fundraising (maximum 10% of your time) – Collecting money at events, calling for donations, writing grants, etc. *Background research for staff grant writers or helping to plan a fundraiser should be recorded as capacity building, not fundraising. Fundraising is only when you are directly asking for money or donations. Verify the activity code with the program before recording if you have questions.*
 - Code T: Training and Education (maximum 20% of your time) – AmeriCorps webinars, site orientation, workshops or training conferences, on-site training, etc. *This is training for you, the member – does not include training you host for others.*
 - Code L: Personal or Sick Leave (requires prior approval using the leave request form).
 - Code X: Holidays—defined as days your agency is closed.
 - Code N: Days you aren't scheduled — must record on timesheet.
- **A brief report / journal of your activities is REQUIRED with each timesheet.** Please include this in the body of the email when you send your timesheet to me. If you mail the timesheet, please write these notes on the back. Briefly list activities, and note any special circumstances in your activity list (including unusual service hours or personal/sick days) with DATES.
- Service outside your service site for special events/activities hosted or sponsored by your agency is approved as part of your service. Use the appropriate activity code any time you are serving.
- Approval of "at home" service hours is *very limited*. However, with prior approval, special circumstances with limited time requests will be considered if approved by the site and program. Don't assume it is approved!

PERSONAL/SICK LEAVE:

- Any personal time must be made up in service hours—there are no “paid” vacation days.
- Vacation time must be approved in advance and documented on time sheets.
 - Leave Requests must be turned in according to instructions on the Leave Request Form and are subject to site and program approval (supervisor and Tenna).
 - Members must be in **active service** at all times. Active service is defined in training and the handbook.
- Illness must be reported to your site and Tenna BEFORE missing the day if possible.
 - If an emergency occurs, explain the situation to site and program ASAP.
 - Missing 3 or more days due to illness requires a doctor's note.
- Prolonged absences may require submission of a make-up plan to be approved by the site and program.

REMEMBER: *We can't track your hours without time sheets. You alone are responsible for your time sheets getting to us on time. Don't rely on someone else to send them.*