

AMERICORPS MEMBER TIMESHEET OUTLINE

This outline is a training tool designed to help new AmeriCorps program staff create a member timesheet. It will be most helpful when used alongside the Grant Terms and Conditions, AmeriCorps Regulations, and other CNCS-specific guidance. The outline is for reference only; it does not contain citations for all AmeriCorps grant or program requirements. Additional information on member timesheets may be found on the National Service Knowledge Network: <http://www.nationalservice.gov/resources>.

Guidance documents referenced in this outline (available at <http://www.nationalservice.gov/build-your-capacity/grants/managing-ameri-corps-grants>):

- AC = Terms and Conditions for AmeriCorps State and National Grants
- CNCS = General Terms and Conditions for CNCS Grants
- 45 CFR = AmeriCorps Regulations
- FAQ = AmeriCorps State and National Policy Frequently Asked Questions

Complete and accurate timesheets are required to document each AmeriCorps member’s service. They provide the evidence to support the member’s eligibility for benefits during and after the term of service, including the post-service education award. Timesheets must be stored per the grant agreement recordkeeping requirements and available for inspection by CNCS staff and the CNCS Office of Inspector General as part of routine monitoring, audits, or investigations.

SECTION	REQUIREMENTS	RECOMMENDATIONS/BEST PRACTICES
OVERALL	<ul style="list-style-type: none"> • The program is required to ensure that time and attendance recordkeeping is conducted by the AmeriCorps member’s supervisor. This time and attendance record is used to document 	<ul style="list-style-type: none"> • Include the CNCS and AmeriCorps logos on the timesheets to build affiliation with the national service network. • Provide member timesheets that tally service hours automatically for each service period and for the term of service overall. This will eliminate individual math errors and allow both members and program staff to closely monitor the progress towards successful completion of the term of service.

	<p>member eligibility for in-service and post-service benefits. The recipient must have a timekeeping system that is compliant with 2 CFR § 200.430 (AC V.F).</p> <ul style="list-style-type: none"> • The program must retain records and make them available to CNCS and the Office of Inspector General (CNCS K.3). 	<ul style="list-style-type: none"> • Include training for program staff on timekeeping policies and procedures before the AmeriCorps members begin service. • Provide instructions for completing the timesheet with the document and training on completing the timesheets for both members and their supervisors. Include the process and timeline the AmeriCorps program staff will use to check and verify all member timesheets in writing and in training for members and supervisors. • Programs may use electronic record-keeping systems to track members' service hours (AC IX.A, FAQ C.8). • Programs may store records electronically (FAQ C.7). • CNCS policy allows AmeriCorps State and National grantees to use electronic timekeeping systems as the system of record. It also provides minimum standards that such systems must meet. • Minimum standard for electronic timekeeping systems: 1. A written policy is in effect establishing the use of electronic timekeeping system as your system of record; 2. A secure, verifiable electronic signature system (a) identifies and authenticates a particular person as the source of the electronic signature; and (b) indicates such person's approval of the information contained in the electronic message; and 3. Once appropriate electronic signatures have been applied, no changes may be made unless there is a clear, auditable record of the revision.
AMERICORPS MEMBER NAME	N/A	<ul style="list-style-type: none"> • Provide the full legal name of the member. This should match the name provided in the Member Portal.
MEMBER SUPERVISOR NAME AND JOB TITLE	N/A	<ul style="list-style-type: none"> • Insert the full name and job title of the member's supervisor.

SERVICE SITE NAME	N/A	<ul style="list-style-type: none"> • Insert the name of the member’s site, if relevant for the program design.
DATES OF SERVICE PERIOD	N/A	<ul style="list-style-type: none"> • Include all days/dates within the current service period.
LOCATION OF SERVICE	N/A	<ul style="list-style-type: none"> • Provide the address of the assigned service location (program or site address). In some timekeeping systems, it may be sufficient to insert a city and state.
TIME-IN	N/A	<ul style="list-style-type: none"> • This will be the time that the member starts her/his service hours for the particular date.
LUNCH BREAK LEAVE AND RETURN	N/A	<ul style="list-style-type: none"> • There may be local or state requirements about time required for breaks. Be sure to confirm what is required for members before the program starts.
TIME-OUT	N/A	<ul style="list-style-type: none"> • This will be the time that the member ends her/his service for the particular date.
TOTAL DAILY HOURS	N/A	<ul style="list-style-type: none"> • Provide a timekeeping system that tallies the total service hours for the member automatically to reduce individual errors and speed up the timesheet completion process.
ACTIVITY HOURS: TRAINING DIRECT SERVICE FUNDRAISING	<ul style="list-style-type: none"> • Be sure to capture the service activity in the appropriate required category. • No more than 20% of the aggregate of all AmeriCorps member service hours in your program, as reflected 	<ul style="list-style-type: none"> • Clearly separate the hours for each activity, as appropriate for the program design and particular service period. • Note that fundraising activities are not applicable to all program models. This line can be deleted from the timesheet if it is not relevant.

	<p>in the member enrollments in the National Service Trust, may be spent in education and training activities (45 CFR §2520.40).</p> <ul style="list-style-type: none"> • An AmeriCorps member may spend no more than 10% of his or her originally agreed upon term of service, as reflected in the member enrollment in the National Service Trust, performing fundraising activities, as described in 45 CFR §2520.40. 	
TOTAL HOURS FOR SERVICE PERIOD	N/A	<ul style="list-style-type: none"> • Total hours served within a designated service period. This may be weekly, bi-weekly, or monthly depending on the program's needs and timekeeping system.
TOTAL SERVICE HOURS TO DATE	N/A	<ul style="list-style-type: none"> • Provide a timekeeping system that tallies the total service hours throughout the service year.
MEMBER SIGNATURE AND DATE	N/A	<ul style="list-style-type: none"> • Provide space for the member to sign and date each timesheet. • Include a statement attesting to the accuracy and validity of the timesheet.

		<ul style="list-style-type: none"> Consider including a statement that affirms that the member is aware of and adhered to the AmeriCorps restrictions on prohibited activities (AC V.C); provide a space for member initials.
SUPERVISOR SIGNATURE AND DATE	N/A	<ul style="list-style-type: none"> Provide space for the member's direct supervisor to sign and date each timesheet. Include a statement attesting to the accuracy and validity of the timesheet. Include a final signature/initial space for the AmeriCorps program supervisor to indicate the timesheet has been reviewed and verified for accuracy. This documentation will be most easily completed at the end of each service period, and it will be important to demonstrate the program has closely monitored and verified all AmeriCorps members' service hours.
NOTES	N/A	<ul style="list-style-type: none"> Allow a small field for notes related to the service period and member hours.