

IowaGrants Tutorial

Requirements
Common Problems
Timesheet Access
Approving Hours
Direct Service Hours
Fundraising Hours
Training Hours
Great Stories

Tracking your
member's time in
IowaGrants

Requirements

- ❑ Members must serve at least one (1) hour per month of service
- ❑ Members must complete at least one (1) training hour per term
- ❑ Member timesheets are due on the 5th of the following month.
 - EXAMPLE: April timesheets must be entered and submitted by May 5th.
- ❑ Supervisors must approve timesheets by the 10th of each month.
- ❑ Timesheets cannot be approved by an AmeriCorps member (including VISTA)

Requirements

- ❑ Training hours cannot exceed 20% of your total maximum service hours
 - EXAMPLE: A 300 hour term can serve no more than 60 hours on training.
- ❑ Fundraising hours cannot exceed 10% of your total maximum service hours
 - EXAMPLE: A 300 hour term can serve no more than 30 hours fundraising.
- ❑ Members must only list service hours that are associated with organizations listed on their position description
- ❑ Members cannot serve more than any of the following:
 - 14 hours in one day
 - 60 hours in a week
 - 200 hours in a month
- ❑ Members must submit your hours to the nearest 15 minutes where 15 minutes = 0.25 hours.
 - One (1) hour = 1.0
 - 45 Minutes = 0.75
 - 30 Minutes = 0.5
 - 15 Minutes = 0.25
 - EXAMPLE: 4 Hours and 15 Minutes = 4.25 hours

Common Problems

- 1 Training hours are not recorded
- 2 Training hours are recorded but are listed as direct service
- 3 Members record more hours than they are allowed in a day/week/month

DAILY maximum: **14** hours

WEEKLY maximum : **60** hours

MONTHLY maximum : **200** hours

Timesheet Access



- 1 Login to IowaGrants
- 2 Click on Individual Timesheets
- 3 Find the member and click "View"

Individual – Time Sheet Entry									
Person Name	Status	Service Site	Start Date	End Date	Hours	Has Submitted Time Sheets	Has Late Time Sheets	Time Sheets	
Justin Test	Enrolled	SiteTwo	09/08/2011	09/07/2012	Full-time (1700 hours)		Yes	View	
Justin Test	Exited-Cause	Site Three			Full-time (1700 hours)			View	
Justin Test	Exited-Cause	Site Three	12/12/2011	05/21/2012	Reduced Half-Time (675 hours)		Yes	View	

If a member **needs to edit their submitted timesheets** and they have a timesheet status of approved, please contact [the ICAP Program Director](#).

Include the month & member name you wish to edit in your email.

TIMESHEET STATUSES

Editing or Correcting

Members can edit their timesheets

Approved or Submitted

Members cannot edit their timesheet

Approving Hours

Start Date	End Date	Status	
10/01/2011	10/31/2011	Approved	View
11/01/2011	11/30/2011	Correcting	View
12/01/2011	12/31/2011	Submitted	View
01/01/2012	01/31/2012	Editing	View
02/01/2012	02/29/2012	Editing	View
03/01/2012	03/31/2012	Editing	View
04/01/2012	04/30/2012	Editing	View
05/01/2012	05/31/2012	Editing	View
06/01/2012	06/30/2012	Editing	View
07/01/2012	07/31/2012	Editing	View
08/01/2012	08/31/2012	Editing	View

4 Find the desired month

5 Click view

6 **Editing or Correcting**
Members can edit their timesheets

Submitted
Member has submitted their timesheet

Approved
Member/supervisor cannot edit their timesheet

If a member **needs to edit their submitted timesheets** and they have a timesheet status of approved, please contact [the ICAP Program Director](#).

Include the month & member name you wish to edit in your email.

Approving Hours

7 Review the members hours

8 If changes need to be made, click "Unlock" and notify the member

9 If everything is acceptable, click approve

And OK.



Time Sheet Hours

Day	Fund Raising	Training	Direct Service	Total	Comments
12/01/2011	2.0	0	0	2.0	test, 12/1
12/02/2011	0	2.0	0	2.0	
12/03/2011	0	4.0	0	4.0	
12/04/2011	0	0	8.25	8.25	
12/05/2011	0	0	6.0	6.0	
12/06/2011	0	7.0	0	7.0	
12/07/2011	0	0	0	0.0	
12/08/2011	0	0	0	0.0	
12/09/2011	0	0	0	0.0	
12/10/2011	0	0	0	0.0	
12/11/2011	0	0	0	0.0	
12/12/2011	0	0	0	0.0	
12/13/2011	0	0	0	0.0	
12/14/2011	0	0	0	0.0	
12/15/2011	0	0	0	0.0	
12/16/2011	0	0	0	0.0	
12/17/2011	0	0	0	0.0	
12/18/2011	0	0	0	0.0	
12/19/2011	0	0	0	0.0	

Approve | Unlock

Submitted Hours

Your members agree to the following when they click submit

By clicking submit, the member certifies that the time reported as program service, training and fundraising hours are true and correct and did not include any service activities prohibited by law, regulation or grant provisions. Further the member understands that a knowing and willful false statement on this form can be punished under federal law (Section 1001 of Title 18, USC).

You are also responsible for the accuracy of your member's service hours.

Direct Service Hours

Direct Service
0
0
0
0
0
0
0
0
0
0
0
0
0
0
0
0

DIRECT SERVICE

This includes all capacity building activities.

Members must submit their hours to the nearest 15 minutes where 15 minutes = 0.25 hours.

- One (1) hour = 1.0
- 45 Minutes = 0.75
- 30 Minutes = 0.5
- 15 Minutes = 0.25

EXAMPLE: 4 Hours and 15 Minutes = 4.25 hours

Fundraising Hours **MAX 10%**

Fund Raising
0
0
0
0
0
0
0
0
0
0
0
0
0
0
0
0

FUNDRAISING

Fundraising hours must not exceed 10% of a members total hours.

Fundraising hours cannot exceed 10% of your total maximum service hours

EXAMPLE: A 300 hour term can serve no more than 30 hours fundraising.

Training Hours **MAX 20%**

Training
0
0
0
0
0
0
0
0
0
0
0
0
0
0
0
0

TRAINING

Training hours must not exceed 20% of a members total hours.

Training hours cannot exceed 20% of your total maximum service hours

EXAMPLE: A 300 hour term can serve no more than 60 hours on training.

Comments

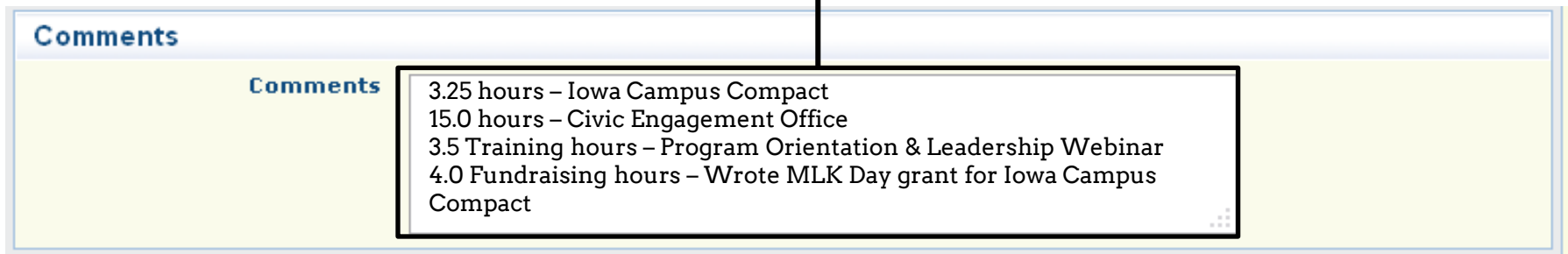
COMMENTS

Your members should complete the comments section using the following guidelines.

GUIDELINES

- List the total hours by **service site** as listed on their position description in the bottom most comment section.
- List the total hours and type of **training** they completed in this field.
- Briefly describe any **fundraising** activities and the corresponding service site if they performed if listing fundraising hours.

EXAMPLE



The image shows a screenshot of a 'Comments' section. A blue header bar at the top contains the word 'Comments' in white. Below this is a light yellow background area. On the left side of this area, the word 'Comments' is written in blue. A black-bordered text box is positioned in the center, containing the following text: '3.25 hours - Iowa Campus Compact', '15.0 hours - Civic Engagement Office', '3.5 Training hours - Program Orientation & Leadership Webinar', and '4.0 Fundraising hours - Wrote MLK Day grant for Iowa Campus Compact'. A black line originates from the word 'EXAMPLE' above and points to the top-left corner of the text box.

Comments

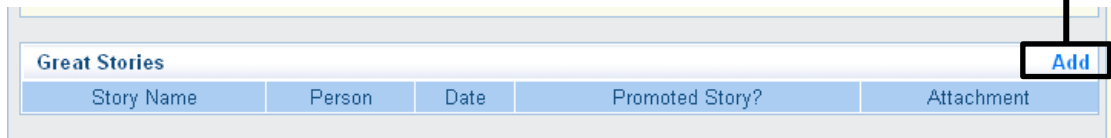
Comments

3.25 hours - Iowa Campus Compact
15.0 hours - Civic Engagement Office
3.5 Training hours - Program Orientation & Leadership Webinar
4.0 Fundraising hours - Wrote MLK Day grant for Iowa Campus Compact

Great Stories Optional

Your members have the option to submit a great story through IowaGrants system.

A great story is a reflection or short story about your service term.



Great Stories				
Story Name	Person	Date	Promoted Story?	Attachment

1 Click Add to create a great story

IowaGrants Tutorial

- ✓ Requirements
- ✓ Common Problems
- ✓ Timesheet Access
- ✓ Entering Hours
- ✓ Direct Service Hours
- ✓ Fundraising Hours
- ✓ Training Hours
- ✓ Great Stories

COMPLETE Tracking your time
in IowaGrants