

# Timesheet Training

August 10, 2018

# Agenda

AmeriCorps Policy

ICAP Policy

Common errors and findings

Support from IACC

IowaGrants Tutorial

# AmeriCorps Policy

## Prohibited Activities

- Members cannot record hours which violate any prohibited activities
  - Included in the member's service agreement, position description, and orientation agenda
- Members cannot record fundraising hours which violate AmeriCorps requirements
  - Cannot apply for federal funding
  - Cannot raise funds for their own living allowance
  - Cannot raise funds for operation costs or annual funds
  - See the member's service agreement for the full list

# AmeriCorps Policy

## Reporting Hours

- Vacation or sick leave cannot be reported on timesheets
- Members must serve at least one (1) hour per time period
  - This includes during college breaks
- Members must complete at least one (1) training hour per term
- Members must only list service hours that are associated with organizations listed on their position description
- Members cannot submit their hours in advance of when they serve
- 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

# AmeriCorps Policy

## Limits to Hours

- Training hours cannot exceed 20% of a member's total maximum service hours
- Fundraising hours cannot exceed 10% of a member's total maximum service hours
- Members cannot serve more than any of the following:
  - 12 hours in one day
  - 60 hours in a week
  - 200 hours in a month

## Approving Hours

- Timesheets cannot be approved by an AmeriCorps member (including VISTA)
- Supervisors are responsible for being knowledgeable of the day-to-day activities of their members as reflected on timesheets

# ICAP Policy

- Service must occur in the State of Iowa
- Timesheets span two weeks beginning 7/29
  - See ICAP calendar for specific dates
- Timesheets must be submitted within two days
- Timesheets must be approved within four days
- Iowa Campus Compact must be notified within 5 days of a service site change
- Iowa Campus Compact must be notified within 3 days of a term amendment

# Common errors and findings

- Members record hours before their start
- Members record hours after their end date
- Training hours are not recorded
- Training hours are recorded but are listed as direct service
- Member do not submit their last timesheet if they one time sheet early
- Members do not submit timesheets in a timely manner

# Support from IACC

- Members record hours before their start
  - Notification sent to member/supervisor
  - Member will not be allowed to exit
- Members record hours after their end date
  - Notification sent to member/supervisor
  - Member will not be allowed to exit



# Support from IACC

- Training hours are recorded but are listed as direct service
  - Notification sent to member/supervisor for clarification
  - Member will not be allowed to exit if training hours exceeds 20%
- Members do not submit timesheets in a timely manner
  - Notification sent to member/supervisor
  - Member will be exited for cause from the program

# Implications

1. Member has to repay education award
  - a. If unspent, then the member does not receive ed award
2. IACC has to repay education award
3. If tied to professional development funds, those costs may need to be repaid
4. Future funding of positions reduced to host site
5. Future funding reduced to the Program

# OnCorps Tutorial

**OnCorps Time Keeping Website:** <http://ia.oncorpsreports.com>

## **OnCorps login instructions**

1. Go to <http://ia.oncorpsreports.com>
2. Select 2018-2019
3. Locate Iowa Campus Compact AmeriCorps Program on the left hand side, and select Site Supervisor under it.
4. Enter Username and Password(I should have already sent that to you)

## **OnCorps Time Keeping Supervisor**

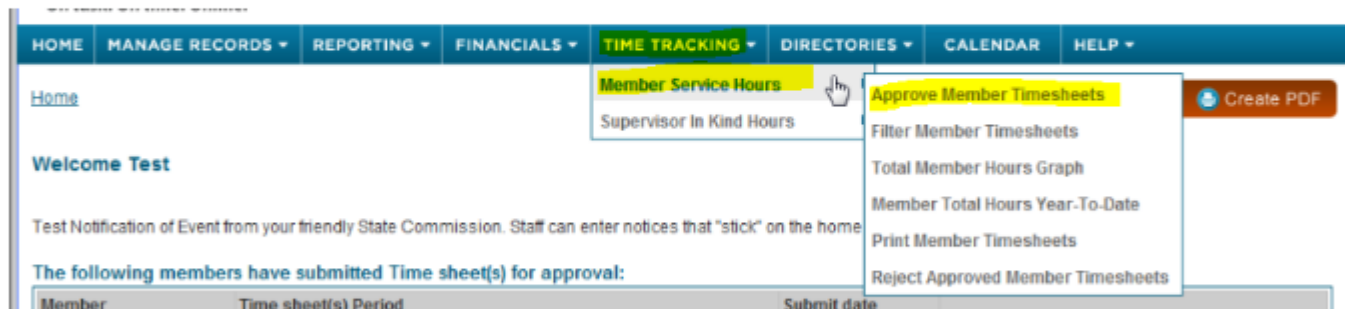
### **Transition instructions/walkthrough:**

<http://iowacollegeamericorps.weebly.com/supervisors/oncorps-transition>

# OnCorps Tutorial

## APPROVE TIMESHEETS

1. Click on Time Tracking
2. Select Member Service Hours
3. Select Approve Member Timesheets



The screenshot displays the OnCorps web application interface. The top navigation bar includes the following tabs: HOME, MANAGE RECORDS, REPORTING, FINANCIALS, TIME TRACKING (highlighted in green), DIRECTORIES, CALENDAR, and HELP. A dropdown menu is open under the TIME TRACKING tab, showing the following options: Member Service Hours (highlighted in yellow), Supervisor In Kind Hours, Approve Member Timesheets (highlighted in yellow), Filter Member Timesheets, Total Member Hours Graph, Member Total Hours Year-To-Date, Print Member Timesheets, and Reject Approved Member Timesheets. A mouse cursor is positioned over the 'Approve Member Timesheets' option. To the right of the dropdown menu, there is a 'Create PDF' button. Below the navigation bar, the main content area shows a 'Welcome Test' message and a notification: 'The following members have submitted Time sheet(s) for approval:'. A table is partially visible at the bottom of the screenshot, with columns for 'Member', 'Time sheet(s) Period', and 'Submit date'.

4. To approve a timesheet, click on the Approve button for that timesheet and you will be taken directly to the timesheet for review and approval or rejection.

# OnCorps Tutorial

## REJECT TIMESHEETS

1. Select "Reject"
  1. Rejecting an approved timesheet will notify the member that the timesheet was rejected and allow them to revise the timesheet before they resubmit it to their supervisor(s) for approval.

### Approved Timesheets

Member	Period	Submitted	Approved		
Test Member	10/19/2009 - 10/25/2009	09/01/2009 10:20 AM	09/01/2009 10:23 AM	<a href="#">Download</a>	<a href="#">Reject</a>

# OnCorps tutorial

You will receive email notifications when your member submits a timesheet for approval.

If you have approved a timesheet, but it requires further editing please contact Iowa Campus Compact.

Include the following in your request:

- Member's name
- Timesheet that needs to be edited
- Short explanation for opening the member's timesheet

# OnCorps Tutorial

Your member's 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 timesheets.

# IowaGrants Tutorial

Service
Direct Service
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## Direct Service

- Includes all capacity building activities



# IowaGrants Tutorial

Training
Training
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## Training

- Limit to 20% of the member's hours
- Members should communicate additional information their trainings in the comments section

# IowaGrants Tutorial

Fund raising
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## Fund Raising

- Limited to 10% of the members hours
- Members should communicate additional information on the nature of their fundraising activities in the comments section

# IowaGrants Tutorial

Your members should complete the comments section with the following guidelines

## Guidelines

- List the total number of 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 recorded fundraising hours

# IowaGrants Tutorial

## Example

- 3.25 - Iowa Campus Compact
- 15 - Civic Engagement Office
- 3.5 - Training Hours
- 4.0 - Fundraising hours

# Questions

