

Promise Fellow Timesheet Tips for Supervisors



What to Know When Approving Promise Fellow Hours

- 1) **AmeriCorps Promise Fellows serve in a full-time capacity for a minimum of 40 hours/week during their entire term of service.** Members must serve full-time to be eligible for their living allowance and benefits.
 - All sites are expected to ensure members meet their service hour requirements and have sufficient activities to maintain full-time hours even in the summer months.
 - Supervisors can see a member's average hours/week needed to reach their total hours minimum requirement (1720 or 900) or total hours to date in OnCorps.
 - Any vacations/time off negatively effecting hours must be approved by supervisors and the Alliance (i.e., if the member is not on-track to finish).
- 2) **Note that timesheets cover *more* than two weeks of service when comparing total hours served per period to the member's average hours needed per week.**
 - To be serving full-time, members may need 88-96 hours per timesheet depending on how many week days are in that pay period.
- 3) **Member timesheets are due twice a month on the 1st and 16th (or next business day).**
 - Members enter timesheets into OnCorps (an online data system) and supervisors approve/reject each timesheet within 24 hours.
 - Members must submit their timesheet after all hours are served. They cannot submit a timesheet early. For example, they cannot submit a timesheet on the 14th with hours recorded on the 15th.
 - Please mark these due dates on your calendar and help your member stay on top of timesheets! Only one automated late timesheet email reminder is sent to members and supervisors through OnCorps.
- 4) **Hours can be put into 4 different categories:**
 - Service Activities – 80% of hours or more, no limit
 - Training – up to 20% of hours (this includes required Alliance trainings, site-based training, and Life After AmeriCorps)
 - Life After AmeriCorps – limited to 20 hours from the Alliance approved list; activities include resume/job applications work and informational interviews. See the Life After AmeriCorps policy for more information.
 - Fundraising – up to 10% of hours (this can come out of the 80% service, 20% training, or both); but fundraising is not required!
- 5) **Supervisors must review for allowable activities and red flags before approving.**
 - Members record total hours served per day and a short description of their daily activities; supervisors review these for accuracy.
 - Descriptions should not be copy and pasted each day, they should reflect the varied daily activities a member does.
 - Week days with no hours should have a description of "approved time off", "site closed", "out sick", etc.
 - Supervisors should reject inaccurate timesheets. When rejecting, please leave a note such as "see me" or "see email" and then follow up with the member with specific concerns. Any information noted when rejecting the timesheet will remain part of the permanent record within OnCorps. It is best to remain vague.
 - If rejecting a timesheet to request changes, please notify the Alliance so we can work with you to ensure that your member does not miss payroll.

6) A member's living allowance will be placed on administrative hold if a timesheet is not submitted and approved by the due date.

- The Alliance cannot issue living allowance payments if timesheets not been submitted and verified by you as their supervisor. This is a grant requirement.
- Please plan ahead for any times during the year that you may be unavailable to approve timesheets (breaks, summer, etc.) and work with the Alliance create a plan

7) As a supervisor, help your member plan for hours during breaks, slower times of the year and summer. Be sure to watch total hours throughout the year and the hours needed/week for the member to finish successfully. Members need to serve full-time to receive their benefits and exceed the minimum amount of hours (1720 or 900) to earn the Education Award.

Guide for Timesheet Descriptions

Promise fellows cannot displace staff or volunteer positions at your site or perform AmeriCorps prohibited activities. What to look out for in timesheet descriptions:

"Coaching"	This word alone often implies a paid position and will be flagged. Specify as "volunteer coach" or "supporting basketball practice"
"Testing" or "Proctoring Tests"	Not part of the PF role and should be done by a host site staff member.
"Grading papers/ assignment/homework"	Not part of the PF role; reads as a teacher's duties. Members can support activities in which they help students complete homework.
"Supervising", "teaching" or "subbing"	Not part of the PF role; avoid the use of these in describing other activities as it is too close to paid positions and can read as displacement.
"Admin tasks" or "filling in for staff"	Not part of the PF role; it is considered displacement and is unallowable for a member to take on employee roles. Members' activities should focus on supporting students.
"Reading xxx book"	Can be unclear who directed this activity. Specify if "host site training" or "directed by supervisor" along with name of activity
"Check & Connect mentoring" or "AVID"	Focus description on what supports are being provided to students, less on site-specific program language as this can be confusing to outside auditors.
"working from home" or "focus list students"	As the only description, this is too general; focus descriptions on providing information about <i>what</i> the activity is, for example, "entering tracking data" or "supporting after-school programming at middle school"
"Testifying in court"	Members cannot advocate in court; they can however provide caring adult supports as appropriate at their site

Examples of good descriptions:

- "supported field trip with 8th grad students at Eagle Bluff"
- "assisted at Saturday School"
- "assisted students with current and missing homework, connected with focus list students before the break, and updated OnCorps intervention data; helped a student take a test"
- "attended a Student Success Team meeting, talked with a student about post-high school plans"
- "helped run an academic intervention group with a counselor, checked in with focus list students for the end of the trimester, attended 8th grade team meeting"

We are here to help, so just let us know whenever you have a question!