



AmeriCorps Promise Fellow 18-19 Timesheet and Hours Requirements

Timesheets are submitted through the OnCorps reporting system. They document continued service and correlate to receiving the living allowance each pay period. In addition, timesheets are required to document and track hours during your term of service.

HOURS REQUIREMENT

The hour requirements below are for full-time, full-term Promise Fellow positions. If you are serving in a reduced time, or half-term position, refer to your position description for your hour requirements.

- You are required to serve full-time, 40 hr/week, for your entire term of service
- To successfully complete the term you must serve a *minimum* of 1,720 hours
- If you are struggling to maintain the required number of hours, please be in touch with your Site Supervisor and Alliance Training Director. We can work with you to develop a plan to ensure you get back on track to complete your term successfully.

HOURS CATEGORIES

All allowable hours need to be reported in one of four categories on your timesheet in OnCorps.

Service:

- Not limited, the vast majority of your hours should be direct service activities
- These activities include developing relationships with students, creating lesson plans, tracking data and completing reports, implementing service projects, overseeing afterschool programs etc.
- Include time you spend doing administrative tasks related to your position such as attending staff meetings, responding to email requests, calling parents etc.

Training:

- Limited to 20% of the total hours for the term
- Time at, and travel to, Promise Fellow Small Corps meetings and other Alliance required trainings
- Optional Alliance directed training and professional development opportunities such as viewing YIPA webinars, participating in the AmeriCoach program, and reading training resources on the Alliance Promise Fellow Toolbox
- Training required or provided by your host site as well as optional training and professional development opportunities directed by your host site

Life After AmeriCorps:

- Limited to 20 hours total for the term (not a required activity)
- Any hours served off-site must be pre-approved by your supervisor.
- Must be an activity (from the list below) that advance your Life After AmeriCorps plans
 - Resume work, standardized test preparation, informational interviews, job searching and interviewing, applying for scholarships or financial aid, applying for college or researching options, or professional networking events.

Fundraising:

- Limited to 10% of total hours for the term (not a required activity)
- Members may raise resources directly in support of a program's service activities, but not for general operating funds. See member agreement for additional guidance

ENTERING NUMBER OF HOURS

- Round down to the nearest quarter hour (.25)
 - Example: served 8 hours and 20 minutes, enter you served 8.25hours
 - Example: served 7 hours and 40 minutes, enter you served 7.5 hours
- OnCorps will automatically total the number of hours for each day and pay period
- Don't list time in/time out unless needed for accompaniment, instead enter total hours per category

WHAT DOES NOT COUNT AS HOURS

All hours you count (service, training, Life After AmeriCorps, or fundraising) must be allowable activities as an AmeriCorps member (see the Member Agreement for details on allowable and prohibited activities). For example, you are not allowed to count hours for the following:

- Engaging in any of the prohibited activities listed in your Member Agreement
- Hours spent sleeping and/or not in service
- Hours spent on your regular commute, traveling to/from your host site
- Any time you spend at your host site before your Promise Fellow start date, or after your end date

TIMESHEET DAILY DESCRIPTIONS

- Hours on your timesheet must include a narrative description of the activities for the hours that day
- Weekdays with no hours must include a reason: “approved time off”, “out sick”, “holiday” etc. It is the responsibility of the member and supervisor to ensure that days without service do not put you behind track for completing your total hours, or are made up at a later date.
- Descriptions should be brief, non-repetitive, and capture primary activities for the day
- Examples of what to include in the daily description:
 - “host site team event, getting to know other team members and reviewing training calendar for the service term”
 - “meeting with focus list students to review assignments from last week and assignments still missing”
 - “traveled to and attended Alliance Small Corps training”
 - “entering student intervention minutes and updating OnCorps for data benchmark 2”
 - “organized curriculum for afterschool program for the next week and emailed a few volunteers for upcoming out of school event”
 - “weekly meeting with supervisor and youth success team to review focus list student attendance and discuss support needed”

TIMESHEET SUBMISSION AND REVIEW

- Timesheets are usually due the 1st and 16th of each month and cannot be submitted before all hours in that timesheet occur. See Timesheet and Payroll calendar for exact due dates
- Supervisors must approve timesheets within 24 hours or 1 business day and cannot approve a timesheet until all of the hours occur and your timesheet is submitted
- Your Supervisor will review both the total number of hours you served along with the descriptions to ensure you are meeting program requirements and goals before approving each of your timesheets
- Timesheets will be periodically audited by the Alliance to ensure compliance
- ***The living allowance can only be paid if timesheets have been submitted and approved by the due dates. If late, your living allowance will be put on Administrative Hold until all timesheets are submitted and approved. Once back in compliance, any living allowance that was on Administrative Hold will be distributed at the next regular pay date.***

GUIDE FOR TIMESHEET DESCRIPTIONS

Promise Fellows cannot displace staff or volunteer positions at your site or perform AmeriCorps prohibited activities. What to avoid 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 Promise Fellow role and should be done by a host site staff member.
"Grading papers/ assignment/homework"	Not part of the Promise Fellow 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 Promise Fellow 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 Promise Fellow 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 programing at middle school"
"Testifying in court"	Members cannot advocate in court; they can however provide caring adult supports as appropriate at their site