



## Top Ten Things to Know to Approve Promise Fellow Hours

- 1) AmeriCorps Promise Fellows are required to serve a minimum of 40 hours/week during their full term of service (September 1<sup>st</sup> to July 31<sup>st</sup>).
  - Sites must be able to provide supervision and support for the entire program term.
  - All sites are expected to ensure members meet their service hour requirements and have sufficient activities to maintain their full-time hours even in the summer months.
- 2) Promise Fellows must serve full-time to receive their living allowance and health insurance!
  - All vacations/time off effecting hours must be approved by supervisors and the Alliance.
- 3) Please 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 will need 88-96 hours per timesheet depending on how many working days are in that pay period.
  - A member needing to serve 45 hours per week will need to serve at least 100 hours per timesheet.
- 4) Members enter their timesheets into OnCorps (an online data system), that you as supervisor will have access to and will be able to approve or reject.
- 5) Member timesheets are due twice a month and align with payroll:
  - Timesheets are due on the 1<sup>st</sup> and the 16<sup>th</sup> of every month
  - After they submit their timesheet, you will receive an email notification to review their timesheet.
- 6) You need to approve or reject the timesheet within 24 hours (or by the next business day) or the member's living allowance will be place on an administrative hold.
  - Supervisors will not be able to approve member hours *that have not yet occurred*.
  - Please mark these due dates on your calendar and help your member stay on top of timesheets!
- 7) Supervisors must review for allowable activities and red flags before approving.

- For example: no hours for sleeping, prohibited activities (religious instruction, lobbying, etc.), traveling to/from their host site, etc.
  - If any hours or activities cannot be accepted, please notify the Alliance and email the member to make necessary adjustments to rejected timesheet.
- 8) You can request that your Fellow goes back in to fix a timesheet, but please note that whatever you write in the notes section when you reject a timesheet will be a permanent record within OnCorps. If you deny timesheets, please say 'See Me'. Be more vague than specific.
- 9) Hours can be put into 3 different categories:
- Service Activities – 80% of hours
  - Trainings – 20% of hours (this includes required Alliance trainings)
  - Fundraising – up to 10% of hours (this can come out of the 80% service, 20% training, or both); but fundraising is not required!
- 10) As a supervisor, help your Fellow plan for hours during breaks, slower times of the year, summer, etc. 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 living allowance and exceed 1720 hours to earn the education award.

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