OnCorps Timekeeping Policies

AmeriCorps Timesheet Policy

Reporting Hours

- Timesheets are due bi-weekly on Mondays
- Vacation/sick leave is not reported
- Breaks and meal times are not reported
- Travel time to and from the service site are not reported
- Members must serve at least one hour per time period
- Members must record at least one training hour
- Members must **only** list service hours that are associated with organizations listed on their position description (*if you volunteer at a church or other service site, those would **NOT** be hours you can count towards your service)
- Members **cannot** submit their hours **in advance** of when they serve (please enter hours at the end of your two weeks or enter hours day by day and save)
- Member must submit hours to the nearest 15 minutes where 15 minutes = 0.25 hours
- Do not use the comments box

Limits to Timesheet Hours

Do not exceed:

- 12 hours per day
- 60 hours per week
- 200 hours per month
- no more than 20% of your overall required hours can be “training”
    - 1700 hr (FT) - 340 hours
    - 900 hr (HT) - 180 hours
    - 300 hr (HT) - 60 hours
    - 100 hr (AT) - 20 hours
- No fundraising (unless permitted)!

Direct Service

Please mark all of your hours under the direct service column unless it is training

Training

Professional Development
Training Videos from Seed Coalition/Tutorials

Seed Coalition Policies

- Service must occur in the state of Iowa
- Timesheets must be submitted within two days of time period end

- Timesheets must be approved within four days of submitting
- Seed Coalition must be notified within 5 days of service site change
- Seed Coalition must be notified within 3 days of a term amendment