

The New York State Commission on National and Community Service

AMERICORPS TIMESHEET REQUIREMENTS

Timekeeping: “AmeriCorps grantees are required to ensure that time and attendance recordkeeping is conducted by the AmeriCorps member’s supervisor. This time and attendance record is used to document member eligibility for in-service and post-service benefits. Time and attendance records must be signed and dated both by the member and his/her supervisor.” (2014 AmeriCorps Provisions)

All State AmeriCorps grantees must adhere to the following timekeeping requirements:

PAPER TIMESHEETS

- The Member timesheet template must track hours served by direct service, training and fundraising hours.
- The Member timesheet template must include either a separate column for recording lunch breaks or written guidance about subtracting lunch breaks from the service. (Lunch breaks cannot be counted towards member hours unless the lunch includes structured activities like speakers, training, or direct service with beneficiaries.)
- The Member should record their hours served on a daily basis either on their timesheet or in a log. The Member must submit their timesheet to their site supervisor no later than the day after the last day in the stipend period or pursuant to the AmeriCorps Program’s policy. The timesheet must be signed and dated by the Member.
- The Member’s site supervisor must keep track of the Member’s hours on a daily basis.
- If the Member’s criminal history background checks are pending and the Member had recurring access to vulnerable populations during the timesheet period, the supervisor must confirm that Member accompaniment was documented on the timesheet. This must be done by indicating who did the accompaniment, on what dates, hours and having the individual who performed the accompaniment incrementally sign off attesting the Member was accompanied.
- The site supervisor must confirm the accuracy of the total hours served on the Member’s timesheet against their records.
- Before the site supervisor signs the Member’s timesheet, he/or she must ensure the Member indicated on the timesheet the type of hours served (direct service, training or fundraising).
- The site supervisor must ensure the total hours served add up to the hours the Member recorded on the timesheets.
- Prior to exiting a Member with an Education Award, programs must ensure the timesheets add up to the required number of hours for the Member’s slot type. (If a Member is exited with an Education Award and the timesheets do not add up to the



required hours, the Program will be responsible to repay the portion of the Education Award for the hours not served).

- Timesheets must be signed with ink pen (not pencil or erasable pen). "White Out" cannot be used to correct mistakes. The Member should line through the error, write in the correct number, and initial the correction. The supervisor must also initial the correction.
- Timesheets cannot be signed in advance of service being completed.
- The Member may not have access to or possession of his/her completed timesheet once the Member's site supervisor has signed the sheet; The site supervisor must then ensure that the signed timesheet is delivered directly to the AmeriCorps Program staff.
- Prior to the Member's start date, the Program must train site supervisors and Members on all timesheet requirements. The program must also include the requirements in their supervisor and Member hand-books.
- Program staff must review the timesheet for adherence to timesheet requirements. If the requirements are not adhered to, the Program must return the timesheet to the Member and supervisor for correction and resubmission.

ELECTRONIC TIME SYSTEMS:

The New York State Commission allows AmeriCorps State grantees to use electronic timekeeping systems as the system of record only upon approval by the Commission's AmeriCorps Program Administrator responsible for the grantee. The following minimum standards must be met for a grantee's Electronic Timekeeping System to be approved:

- A written policy must be in effect establishing the use of electronic timekeeping system as the Program's system of record for AmeriCorps Members and staff.
- The system must track hours served by direct service, training and fundraising.
- The system must include either a separate column for recording lunch breaks or written guidance about subtracting lunch breaks from the service. (Lunch breaks cannot be counted towards member hours unless the lunch includes structured activities like speakers, training, or direct service with beneficiaries).
- The system must allow for the documentation of Member accompaniment when the Member's criminal history background checks are pending and the Member had recurring access to vulnerable populations during the timesheet period. This must be done by indicating who did the accompaniment, on what dates, hours and having the individual who performed the accompaniment incrementally sign off attesting the Member was accompanied.
- A secure, verifiable electronic signature system must:
 - a) identify and authenticate a particular person as the source of the electronic signature; and



- b) Indicate such person's approval of the information contained in the electronic message.
- Once appropriate electronic signatures have been applied, no changes may be made unless there is a clear, auditable record of the revision.
- The Program must ensure that the validity and integrity of the record is not compromised. The Corporation will recognize electronically stored files where the electronic storage procedures and system provide for the safe-keeping and security of the records, including:
 - a) Sufficient prevention of unauthorized alterations or erasures of records;
 - b) Effective security measures to ensure that only authorized persons have access to records;
 - c) Adequate measures designed to prevent physical damage to records;
 - d) A system providing for back-up and recovery of records; and
 - e) The electronic storage procedures and system provide for the easy retrieval of records in a timely fashion, including: Storage of the records in a physically accessible location; clear and accurate labeling of all records; and storage of the records in a usable, readable format.
- **All applicable paper timesheet requirements apply to the electronic timekeeping system.**

