



Campus Compact

Campus Compact AmeriCorps Program

Timekeeping Training



Campus Compact

Agenda

- AmeriCorps Policy
- CCA Policy
- Common Errors and Findings
- Support from IACC
- Intro to OnCorps Reports
- Supervisor Responsibilities
- Q&A



AmeriCorps Policy

Prohibited Activities

Members cannot record hours which violate any prohibited activities

- Included in the member's service agreement, position description, and orientation agenda

Members cannot record fundraising hours which violate AmeriCorps requirements

- Cannot apply for federal funding
- Cannot raise funds for their own living allowance
- Cannot raise funds for operation costs or annual funds
- See the member's service agreement for the full list



AmeriCorps Policy

Reporting Hours

- Vacation or sick leave cannot be reported on timesheets
- Members must serve at least one (1) hour per time period
 - ○ This includes during college breaks
- Members must complete at least one (1) training hour per term
- Members must only list service hours that are associated with organizations listed on their position description
- Members cannot submit their hours in advance of when they serve
- Members must submit their hours to the nearest 15 minutes where 15 minutes = 0.25 hours.
 - ○ One (1) hour = 1.0, 45 Minutes = 0.75, 30 Minutes = 0.5, 15 Minutes = 0.25
 - ○ EXAMPLE: 4 Hours and 15 Minutes = 4.25 hours



AmeriCorps Policy

Limits to Hours

- Training hours cannot exceed 20% of a member's total maximum service hours
- Fundraising hours cannot exceed 10% of a member's total maximum service hours
 - THOUGH fundraising is generally not allowable. Contact IACC before approving fundraising hours
- Members cannot serve more than any of the following:
 - 12 hours in one day
 - 60 hours in a week
 - 200 hours in a month

Approving Hours

- Timesheets cannot be approved by an AmeriCorps member (including VISTA)
- Supervisors are responsible for being knowledgeable of the day-to-day activities of their members as reflected on timesheets



CCA Policy

- Service must occur in the State of Iowa
- Timesheets span two weeks
 - ○ See CCA calendar for specific dates
- Timesheets must be submitted within two days
- Timesheets must be approved within four days
- Iowa Campus Compact must be notified within 5 days of a service site change
- Iowa Campus Compact must be notified within 3 days of a term amendment request



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IACC Support

- Members record hours before start date or after their end date
- Trainings hours recorded in OnCorps but not on Training Certification form
- Members do not submit timesheet in a timely manner
 - Members will receive reminders before and after timesheets are due
 - Members will be exited for cause from the program when 3 late timesheets are present



Implications

- Member has to repay education award
 - If unspent, then the member does not receive ed award
- IACC has to repay education award
- If tied to professional development funds, those costs may need to be repaid
- Future funding of positions reduced to host site
- Future funding reduced to the Program



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OnCorps Tutorial

OnCorpsTime Keeping Website: <http://ia.oncorpsreports.com>

OnCorpslogin instructions

1. Go to <http://ia.oncorpsreports.com>
2. Select 2019-2020
3. Locate Iowa Campus Compact AmeriCorps Program on the left hand side, and select Site Supervisor under it.
4. Enter Username and Password(I should have already sent that to you)

OnCorpsTime Keeping Supervisor

Additional Timekeeping Walkthrough:

<https://iacampuscompact.org/americorps-supervisors/#1565288279804-a538da77-ba9f>



OnCorps Tutorial

APPROVE TIMESHEETS

1. Click on Time Tracking
2. Select Member Service Hours
3. Select Approve Member Timesheets

The screenshot shows the OnCorps web application interface. The top navigation bar includes links for HOME, MANAGE RECORDS, REPORTING, FINANCIALS, TIME TRACKING (highlighted), DIRECTORIES, CALENDAR, and HELP. A dropdown menu is open under TIME TRACKING, showing options: Member Service Hours (highlighted), Approve Member Timesheets (highlighted), Filter Member Timesheets, Total Member Hours Graph, Member Total Hours Year-To-Date, Print Member Timesheets, and Reject Approved Member Timesheets. A 'Create PDF' button is visible on the right. The main content area shows a 'Welcome Test' and a notification about submitted timesheets for approval. A table header is visible at the bottom with columns: Member, Time sheet(s) Period, and Submit date.

4. To approve a timesheet, click on the Approve button for that timesheet and you will be taken directly to the timesheet for review and approval or rejection.



OnCorps Tutorial

REJECT TIMESHEETS

1. Select "Reject"

1. Rejecting an approved timesheet will notify the member that the timesheet was rejected and allow them to revise the timesheet before they resubmit it to their supervisor(s) for approval.

Approved Timesheets

Member	Period	Submitted	Approved		
Test Member	10/19/2009 - 10/25/2009	09/01,2009 10:20 AM	09/01/2009 10:23 AM	Download	Reject



OnCorps Tutorial

- You will receive email notifications when your member submits a timesheet for approval.
- If you have approved a timesheet, but it requires further editing please contact Iowa Campus Compact.
- Include the following in your request:
 - Member's name
 - Timesheet that needs to be edited
 - Short explanation for opening the member's timesheet



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OnCorps Tutorial

- Your member's agree to the following when they click submit.
 - *By clicking submit, the member certifies that the time reported as program service, training and fundraising hours are true and correct and did not include any service activities prohibited by law, regulation or grant provisions. Further the member understands that a knowing and willful false statement on this form can be punished under federal law (Section 1001 of Title 18, USC).*
- You are also responsible for the accuracy of your member's timesheets.



OnCorps Tutorial

Fund raising	Training Training	Service Direct Service
0	0	0
0	0	0
0	0	0
0	0	0
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Comment Section

- Complete comment section if at multiple service sites
 - EX. 6 hours Boys and Girls Club, 2 hours Civic Engagement Office
- Complete if training hours are recorded.
 - EX. 1 hour Civic Engagement Training
- Please do not use a reflection box



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Questions?