

**2016-2017**

*Greetings JV AmeriCorps members! Please review the instructions below and let us know if you have any questions.* ***Accurate and regular timekeeping and reporting*** *are essential for us to keep our program going and make sure everything stays on track for a successful program year!*

**Timesheets:**

1. Log in
2. Along the top, you’ll find “Time Tracking.” Hover over it and select “Enter Timesheets.”
3. Select 08/01/2016 - 08/31/2016 (or appropriate month) and click "Choose."
4. Enter your time for the week.



* 1. Most hours go under “Service.” This includes time spent at National Day of Service events.
	2. If you have participated in any Training or Enrichment, please record that under “Training.”
		1. This should not exceed 20% of your total AmeriCorps hours.
		2. This is time that you, the JV AmeriCorps member, spend in training and professional development activities related to your service, *not* training you provide to others.
		3. If there was a JVC Northwest event in the month (Orientation, retreats), you will be e-mailed the hours that go under this section before your timesheet is due.
	3. If you are in a position approved to do a limited amount of **in-kind fundraising**, you may enter some hours into fundraising. Contact Rebecca if you have questions about this.
		1. This needs to be less than 10% of your total service hours.
	4. **DO NOT** record *hours* for lunch breaks, sick days, or any leave days.
	5. You *cannot count more than 18 hours of service in one day* (including time traveling to/from orientation/retreats or if you assist with an overnight activity within your placement).
	6. **DO NOT** record any hours before they have been completed!
	7. Do not mark hours if you have a sick day or are on leave.
1. **Please leave the “Comments” field blank.** Any service activities you complete for the month should be recorded in the monthly direct service activity reports, NOT the timesheet comments field.
2. Once you have completed all of your hours for the month, submit your completed timesheet to your supervisor. **Submit no later than the 5th of the next month**.

Along with your monthly timesheet, at the end of each month, we need you to submit reports of your **Direct Service Activity** and **Volunteer Mobilization** for the month.

\*\*\***Education (Academic Support) and Health positions**, please remember to also email Rebecca (rsutton@jvcnorthwest.org) your monthly performance measure information at this time.**\*\*\***

**Orientation Week Training and Enrichment Hours**

\*Please list these hours under **'training'** in OnCorps.\*

**Tuesday, August 9th – 6 training hours**

**Wednesday, August 10th – 2.25 training hours**

**Thursday, August 11th – 6.5 training hours**

**Friday, August 12th – 3.75 training hours**

**Saturday, August 13th – Record travel time from Orientation to locale**

* **Coordinate with your community mates and all record the same time for travel**
* **Do NOT count more than 18 hours**