



OnCorps Timesheets 2018-2019

Ya gotta absolutely, positively, unequivocally, do the following for a successful service year!

Top 10 Timesheet Reminders

1. **Watch Your Hours:** You must reach a *minimum of 1700 hours* by the end of your service term.
 - a. This is especially important for those whose service year ends at the end of May/June!
2. **Due Date:** Timesheets are due by the 5th of the month.
3. **No Early Submission:** DO NOT submit your timesheet before *all hours have been served* for the month.
4. **Max Hours:** You can't 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).
5. **Training Hours:** Only 20% of your total hours can be training.
6. **Retreat/Training:** If you attend a JVC Northwest sponsored retreat, please count all allowable time under training. If you traveled with your community mates, make sure you each count the correct amount of travel time.
7. **Fundraising:** Only **in-kind fundraising**, which is the collection of goods and services, is allowed in specific situations in which JV AmeriCorps members are securing program resources that directly support service activities and are approved by JVC Northwest in the official position description. Managing/participating in fundraising that includes the **collection of money** is a **'prohibited activity.'**
 - a. If you counted fundraising time and it does not meet these qualifications, we will have to ask you to remove these hours from your timesheet.
8. **Unlocking Timesheets:** If you made a mistake AFTER submitting your timesheet, you can ask your site supervisor to reject your timesheet or contact Lindsey at acassist@jvcnorthwest to unlock your timesheet. Then, you can fix it and resubmit.
9. **DO NOT:** Record hours for lunch breaks (make sure you take a lunch break each day), sick days, or any leave days.
10. **Timesheet Comments Section:** Please leave your timesheet comment section blank as we expect your monthly direct service activity reports to describe your service activities.