



2018-2019

Greetings JV AmeriCorps members! 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. Throughout your service year, you will submit Timesheets, Direct Service Activity Reports, Volunteer Mobilization Reports, and Great Stories using the OnCorps Reporting System. ALL the instructions you will need to this are below!

## Timesheets

1. Go to the link: <http://jvcnorthwest.oncorpsreports.com/>
2. Click program year 2018-2019 and then the blue submit button
3. Click the AmeriCorps Member link
4. Log in
5. Along the top, you'll find "Time Tracking." Hover over it and select "Enter Timesheets."
6. Select 08/01/2018 - 08/31/2018 (or appropriate month) and click "Choose."
7. Enter your time for the week.

Day	Fund raising	Training	Service	Total Hours
		Training	Direct Service	
Fri Aug 1	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

- a. Most hours go under "Service." This includes time spent at National Day of Service events.
  - b. If you have participated in any Training or Enrichment, please record that under "Training."
    - i. Training hours cannot exceed 20% of your total AmeriCorps hours.
    - ii. 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.
    - iii. 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.
  - c. 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.
    - i. This must be less than 10% of your total service hours.
  - d. 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).
  - e. **DO NOT** record *hours* for lunch breaks, sick days, or any leave days.
  - f. **DO NOT** record any hours before they have been completed!
  - g. **DO NOT** submit your timesheet before all hours have been served for the month.
8. 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.
  9. Once you have completed all of your hours for the month, please select "**Authorize and Submit.**" Your completed timesheet will be sent to your supervisor who will review your timesheet. **Submit no later than the 5<sup>th</sup> 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](mailto:rsutton@jvcnorthwest.org)) your monthly performance measure information at this time.

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### **Orientation Week Training and Enrichment Hours**

\*Due to the enrollment period this year, members will not be counting any hours during Orientation.