

AmeriCorps Member Time Sheet Requirements

- Reference: Section IV. C-5: *Member Recruitment, Selection and Exit* of the AmeriCorps Provisions.
- Each Member Time Sheet must be signed and dated by both member and site supervisor.
- Site Supervisors must verify the accuracy of the service hour totals and confirm the member has signed and dated the Member Time Sheet.
- Member Time Sheets may not be signed by either the member or site supervisor prior to the last date in the pay period (i.e.: *Member Time Sheets cannot be signed in advance of service being completed*).
- Member Time Sheet hours must add up to the aggregate number required to earn the education award for the term of service specific to that member.
- Hours served by a member prior to he/she signing a member contract may not be counted towards the member's education award; this could cause the member to not qualify for the education award.
- Auditors may question the entire living allowance and education award earned by any member if the member does not meet requirements for a term of service - even if one hour short of term of service.
- AmeriCorps grantees of the State Commission with host sites where members conduct their service must have a sub-grantee monitoring plan to confirm that Member Time Sheets are being accurately prepared and confirmed by the member and site supervisor. Details of the Member Time Sheet process/policy should be included in the member contract, and all sub-grantee monitoring processes should be included in your written policies and procedures manual.
- AmeriCorps member timesheets must clearly distinguish the number of hours an AmeriCorps member accrues during a 2-week time period, while the member is conducting activities defined as fundraising or training by the AmeriCorps Regulations.

Electronic Timekeeping Systems

The Government Paperwork Elimination Act of 1998 (GPEA) states that electronic records and related electronic signatures are not to be denied legal effect, validity, or enforceability merely because they are in electronic form. (Pub. L. 105-277, Title XVII).

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

1. A written policy must be in effect establishing the use of electronic timekeeping system as the agency's system of record for AmeriCorps members and staff.
2. 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.
3. Once appropriate electronic signatures have been applied, no changes may be made unless there is a clear, auditable record of the revision.
4. 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.
5. All current grant provisions including access restrictions, security, privacy, and retention of paper records, also apply to records maintained in an electronic timekeeping system.

Change to AmeriCorps State and National Time and Attendance Requirements

As of July 25, 2007, the Corporation no longer requires AmeriCorps State and National grantees and sub-grantees to enter weekly, bi-weekly or monthly member timesheets into the Web-Based Reporting System (WBRS). Instead, AmeriCorps State and National grantees and sub-grantees are required only to enter total hours served at exit for each member into the My AmeriCorps Portal. Grantees and sub-grantees will continue to be responsible for keeping regular time and attendance records in the paper-based or electronic format of your choice.