

6. Time Sheet Policy

At the beginning of the program year, the North Carolina LiteracyCorps Program Director will provide Members and Site Supervisors with a username and a temporary password. After logging in for the first time, users should change their temporary passwords by accessing the password menu within the time sheet. Every three months, users should change their passwords in order to keep their accounts secure. If a user forgets her/his password, the Program Director can reset it to a temporary password, but the temporary password must be changed by the user after it is used to log in.

Members should document their service hours and service activities in the event they do not have regular access to a computer/internet access. Members are required to complete the official timesheet online throughout the month. Members should use the “Add Hours” button for each new submission throughout the month until a new month begins. On the first day of the month, Members use the “create new timesheet” button. Members' service, leave, and training hours are to be documented in the AmeriCorps timesheet. Members are to use the provided list of service categories when completing their timesheets.

A. Requirements:

Each Member must submit a completed version of the electronic NC AmeriCorps Time Sheet by the 5th of each month, beginning in the second month of service. In the event that a Member does not have regular access to a computer with an Internet connection, she or he should manually note Service Hours and related activities in order to record them with the North Carolina LiteracyCorps Time Sheet when access becomes available. Members are responsible for completing the official NC AmeriCorps Time Sheet throughout the service month. Members must also comply with the following Time Sheet requirements:

- Each Member will submit one Time Sheet per month for the duration of service.
- Each Monthly Time Sheet will show the total Service Hours completed in the preceding month, from the first to last day of the month.
- Time Sheets will be completed and submitted for review by the Site Supervisor and the North Carolina LiteracyCorps Program Director, by the 5th of the following month. If Time Sheets are not received by the 15th of the month, Member pay will be suspended until the Time Sheet is received.

- Each Member will record Service Hours by designating the Activity Category, Description, Date, Service Site Location, Hours, and Minutes according to the provided drop down menu items and text box entries. The Member will record further description when “Add Comment” requires.

B. Timeline

Each Member submits a completed Monthly Time Sheet by the 5th of the following month. The Member’s Site Supervisor then **REVIEWS** the Time Sheet for accuracy of hours and activities recorded. The Member’s Site Supervisor must electronically **APPROVE** and **SUBMIT** the Time Sheet by the 8th day of every month. The North Carolina LiteracyCorps Program Director will review, approve, and submit the Time Sheet to the North Carolina Commission on Volunteerism and Community Service following the Site Supervisor’s approval.

C. Discrepancies and Errors

If the North Carolina LiteracyCorps Program Director identifies reporting errors within the submitted Monthly Time Sheet, the Program Director will electronically reject the Time Sheet and instruct the Site Supervisor to do the same. The Member will also be notified and must make the necessary corrections in order to resubmit the Time Sheet for approval. Both the Site Supervisor and the Program Director will need to approve the corrected Time Sheet. Rejected Time Sheets must be corrected, re-submitted, and re-approved no later than 10 days after they are originally rejected.

D. Reporting Capabilities

The NC AmeriCorps Electronic Time Sheet system has built-in reporting capabilities, designed to provide the Member with detailed reports indicating completed Service Hours and remaining Service Hours. Please note that **these reports reflect only those Service Hours that have been submitted and subsequently approved** by the Member’s Site Supervisor **AND** the North Carolina LiteracyCorps Program Director. If the Member anticipates difficulty completing her or his Service Hours in the time allotted by the North Carolina LiteracyCorps, she or he is responsible for scheduling extended Days of Service on evenings, mornings, and/or weekends. Service Hours performed outside of regularly scheduled hours are subject to approval by the Member’s Site Supervisor and the North Carolina LiteracyCorps Program Director.