



Timesheet Tips

Perfect Timesheet Recipe

For perfect timesheets, sure to please the AmeriCorps staff again and again, be sure your timesheet includes the following ingredients:

- ✓ Your Name;
- ✓ Your Site;
- ✓ Dates: All timesheets should cover a full week of service (Monday thru Sunday), and should be submitted even if the member serves zero hours in a given week;
- ✓ Shifts: Including the appropriate AM/PM designation;
- ✓ Totals: While the online system is designed to calculate for you, as with all technological advances, there will be glitches. Please double-check all calculations;

- ✓ Brief descriptions or use of check boxes in far right column;
- ✓ Signatures: **IN BLUE INK**—both yours and your supervisors, and the dates of signature (Be sure the date follows the last day of the timesheet.
- ✓ Also, be sure to submit the original copy of your timesheet. Faxes or copies will not be processed.

Common Reasons for Returned Timesheets / Things to Avoid:

- ✓ Missing Name, Dates or Signatures;
- ✓ Signatures in Pencil, Purple, Red, or Red Ink, Crayon, Chalk, etc. **PLEASE USE ONLY BLUE INK;**

- ✓ Signature date precedes the last date of timesheet;
- ✓ Timesheet footer indicates it was printed before the week concluded. (Example: Footer indicates timesheet was printed on Wednesday, September 27th, but the timesheet includes shifts for Thursday and Friday, the 28th and 29th) You may remove the footer through Page Setup, if you wish.;
- ✓ Incorrect calculations or totals;
- ✓ Faxes or Copies—Unless directed by the AmeriCorps office to do so, please do NOT submit faxes or copies of timesheets.
- ✓ Remember: AmeriCorps is a Federal Grants program which legislates the regulatory requirements to release Federal dollars issued in your checks.

Timesheet Handling—The AmeriCorps Office

Timesheets are due on the 5th of every month for the preceding month. For instance, September timesheets are due October 5th, October timesheets are due November 5th, etc.

To support you in addressing your timesheet responsibilities, Keystone SMILES AmeriCorps will do the following:

- ✓ On the 8th of each month every member will be sent an email,

either confirming their timesheets have been received for the month or reminding the member to submit original timesheets immediately.

- ✓ On the 12th of each month, each member who has not yet submitted all the prior month's timesheets, will be sent a follow-up email notifying them that a paper living allowance

check has been issued for them for that pay period and will be released upon receipt of the timesheets.

- ✓ The staff at Keystone SMILES is committed to ensuring you received your pay on time. Please assist us to guarantee this commitment by submitting you timesheets on time and accurately.