



AMERICORPS MEMBER TIMESHEET OUTLINE

This outline is a training tool designed to help new AmeriCorps program staff create a member timesheet. It will be most helpful when used alongside the Grant Terms and Conditions, AmeriCorps Regulations, and other CNCS-specific guidance. The outline is for reference only; it does not contain citations for all AmeriCorps grant or program requirements. Additional information on member timesheets may be found on the National Service Knowledge Network: <http://www.nationalservice.gov/resources/>

Guidance documents referenced in this outline (available at <http://www.nationalservice.gov/build-your-capacity/grants/managing-ameri-corps-grants/>):

- AC = Terms and Conditions for AmeriCorps State and National Grants
- CNCS = General Terms and Conditions for CNCS Grants
- 45 CFR = AmeriCorps Regulations
- FAQ = AmeriCorps State and National Policy Frequently Asked Questions

Complete and accurate timesheets are required to document each AmeriCorps member’s service. They provide the evidence to support the member’s eligibility for benefits during and after the term of service, including the post-service education award. Timesheets must be stored per the grant agreement recordkeeping requirements and available for inspection by CNCS staff and the CNCS Office of Inspector General as part of routine monitoring, audits, or investigations.

SECTION	REQUIREMENTS
OVERALL	<ul style="list-style-type: none"> • The program is required to ensure that time and attendance recordkeeping is conducted by the AmeriCorps member’s supervisor. This time and attendance record is used to document member eligibility for in-service and post-service benefits. The recipient must have a timekeeping system that is compliant with 2 CFR § 200.430 (AC V.F). • The program must retain records and make them available to CNCS and the Office of Inspector General (CNCS K.3).
AMERICORPS MEMBER NAME	N/A
MEMBER SUPERVISOR NAME AND JOB TITLE	N/A
SERVICE SITE NAME	N/A

Adapted from CNCS AmeriCorps Member Timesheet Outline available at www.nationalservice.gov/sites/default/files/resource/Member-Timesheet-Outline_1.pdf



DATES OF SERVICE PERIOD	N/A
LOCATION OF SERVICE	N/A
TIME-IN	N/A
LUNCH BREAK LEAVE AND RETURN	N/A
TIME-OUT	N/A
TOTAL DAILY HOURS	N/A
ACTIVITY HOURS: TRAINING DIRECT SERVICE FUNDRAISING	<ul style="list-style-type: none"> • Be sure to capture the service activity in the appropriate required category. • No more than 20% of the aggregate of all AmeriCorps member service hours in your program, as reflected in the member enrollments in the National Service Trust, may be spent in education and training activities (45 CFR §2520.40). • An AmeriCorps member may spend no more than 10% of his or her originally agreed upon term of service, as reflected in the member enrollment in the National Service Trust, performing fundraising activities, as described in 45 CFR §2520.40.
TOTAL HOURS FOR SERVICE PERIOD	N/A
TOTAL SERVICE HOURS TO DATE	N/A
MEMBER SIGNATURE AND DATE	N/A
SUPERVISOR SIGNATURE AND DATE	N/A
NOTES	N/A