

## Timesheet Procedures

It's crucial that all RARE AmeriCorps Members accurately record time spent in service. OnCorps Reports is the time tracking platform all RARE AmeriCorps Members must use to record and monitor their service hours. OnCorps Reports is a secure, E-signature compliant system. The platform requires unique usernames and passwords. E-mails are used to notify users of needed actions.

All RARE AmeriCorps Members must submit timesheets via OnCorps Reports by the 5<sup>th</sup> of each month and the supervisor must review and approve them by the 10<sup>th</sup> of each month. RARE Staff will review each timesheet for completion and accuracy on a monthly basis. Failure to complete timesheets in a timely manner may result in a withheld living stipend until missing timesheets are attained.

## Time Sheet Categories

OnCorps breaks hours down into 3 main categories – Service, Training, and Fundraising as outlined in Section 2.2E of Member Handbook. Of the 1,700 hour minimum requirement all RARE AmeriCorps Members must serve, up to 20% can be for professional development (at trainings officially sponsored or sanctioned by the RARE AmeriCorps Program or host organizations) and up to 10% can be fundraising. A minimum of 70% must be service.

Underneath these main categories are sub-categories (listed below) that include the option to create projects for each section of your work plan. Counting hours under the correct category is important for reporting purposes, so please take extra care in tracking your hours.

### **When counting travel time, please track and account for this under the project it supports.**

For example, hours spent in RARE-sponsored training can be counted as RARE Sponsored Training. If you travel to a meeting for Project A, then include this travel time under Project A. One exception - if you travel to a RARE-sponsored training, then count this travel time as RARE Administration.

## Service

Administration for RARE – time spent on treasure hunt, filling out assessments, timesheets  
Administration for Host Site  
Project A, Project B, Project C, etc.

*These projects should be based off your workplan, selecting projects that will run the majority of the service year. Please include project names for each in the comments section of your timesheet.*

For example:

Project A: Econ Dev - EDC, BCC, Chamber and Showcase

Project B: Broadband

Project C: ROI - VenetaWorks, Small Business Assistance and SBAC Improvements

Project D: Pop-up Feasibility

Project E: By Design

Project F: Brewery

Project G: Zombie Buildings

Project H: Business Assistance

Project I: Buy Local

## Training

RARE Sponsored Training (*Note: Dinners during trainings are primarily social and should not be counted towards training hours.*)

Other Professional Development

## Fundraising

Grant Writing (*Note: Do not count time spent on research or project development towards fundraising hours. Instead, count those hours towards the Project category the grant is tied to*)

Fundraising Events

## Simple Steps for a Perfect Timesheet

1. Input hours under applicable categories, rounding to the nearest quarter hour and including a brief description of tasks. **Members should input hours served on a daily basis.**
2. Member submits timesheet by 5<sup>th</sup> of month. Time sheet is now locked, hours are “pending”.
3. Supervisor(s) are notified by email and onscreen in OnCorps that timesheets require their attention.
4. Supervisor(s) approves or rejects w/comments by the 10<sup>th</sup> of each month. Approved timesheets are locked, rejected timesheets are unlocked for revisions.
5. If rejected, member is notified.
6. If rejected, member re-submits revised timesheet.
7. Once approved, hours are logged as APPROVED HOURS.

## Other Considerations

**Only record time spent serving:** No need to explain on your timesheet why you are not serving or have few hours in a day. Do not mark “holiday”, “out sick”, “on vacation”, “office closed”, etc. on your timesheet. Lunch breaks do not count as service hours unless the lunch hour includes structured activities relevant to one’s service.

**Federal holidays and weekends:** RARE AmeriCorps Members may serve on Federal Holidays and weekends if the service aligns with their work plan.

**Vacation and sick leave:** Because RARE AmeriCorps members commit to a certain number of hours of service, they do not accrue any leave. Rather, if they are not serving due to a holiday, illness or personal vacation, they are not accruing hours towards their commitment. No hours are given for federal or state holidays. If a RARE AmeriCorps member is sick and unable to serve on a particular day, they should notify their local supervisor.

As a reminder, vacations should be discussed with the local supervisor to ensure that scheduled vacations do not interfere with critical days for projects. RARE AmeriCorps members can take vacations days as long as they are still able to complete their 1,700 hours within eleven months.

**Lunch breaks and personal business:** Time taken for lunch and/or personal business during a standard work day does not count as service hours unless the lunch hour includes structured activities relevant to one's service.

**Alcohol and Cannabis consumption:** It's prohibited to count hours while consuming alcohol or cannabis.

## Questions?

Please contact Program Assistant Kate Coenen ([kcoenen@uoregon.edu](mailto:kcoenen@uoregon.edu)) or Program Coordinator Victoria Binning ([vbinnin2@uoregon.edu](mailto:vbinnin2@uoregon.edu)) with any questions you might have regarding project breakdown and/or how to compile and submit your timesheet.