

2017/2018 iEMPLOYEE and TIMEKEEPING POLICIES

REQUIREMENTS

To ensure accurate time recording for AmeriCorps members, the CAP Center uses an online timekeeping system called iEmployee. All AmeriCorps members serving in CAP Center AmeriCorps programs are required to use this system. Your AmeriCorps Service Site Supervisor is responsible for reviewing and approving or rejecting your timesheets in iEmployee. You will be issued a temporary user name and password with which to access iEmployee. At your first log in, you will have the opportunity to choose a new password.

AmeriCorps members must record their time DAILY, on an “after the fact” basis. This is the best way for them to capture their time; if they wait to record, they might forget how many hours they served, or exactly what they were working on. Also, CaliforniaVolunteers, CNCS’ Office of Inspector General, and various auditors may look at AmeriCorps members’ timesheets to see if they are following this procedure or not. Failure to follow the procedure could result in audit findings, which can result in disallowed costs; impacting future funding decisions for the CAP Center’s AmeriCorps programs.

At the end of each living allowance period (the 15th and the last day of the month), AmeriCorps members are responsible for electronically submitting their timesheet to their AmeriCorps Service Site Supervisor. The AmeriCorps Service Site Supervisor must then approve the timesheet. Timesheets must be completed and approved by the dates listed in the AmeriCorps Member Living Allowance Schedule (see last page); failure to meet these deadlines may result in delay of payment. A living allowance for any given living allowance period will only be paid when the CAP Center can verify that your AmeriCorps Service Site Supervisor has approved your corresponding timesheet by the due date listed on the 2017/18 AmeriCorps Member Living Allowance Schedule. If an AmeriCorps member does not submit their timesheet to the AmeriCorps Service Site Supervisor on time, or if the AmeriCorps Service Site Supervisor does not approve the timesheet on time, the AmeriCorps member will not receive their living allowance on time. However, once the AmeriCorps member’s late timesheet has been approved by their AmeriCorps Service Site Supervisor, the CAP Center will issue a paper check outside of the normal pay schedule.

ACCESS

AmeriCorps members can only view, create, and edit your own timesheets. AmeriCorps Service Site Supervisors are able to view the timesheets of all AmeriCorps members that they supervise. CAP Center AmeriCorps personnel will create your login and profile, and send the information to you via email.

BROWSER COMPATIBILITY

iEmployee is fully compatible with any version of Internet Explorer. It is only partially compatible with Google Chrome, Mozilla Firefox, and Apple Safari, and iEmployee will not save your work, or your member's work if one of these browsers is used. Be sure that you and your AmeriCorps members are using Internet Explorer when entering or submitting timesheet information. Older versions of Internet Explorer (prior to Internet Explorer 9) may also create problems with saving information; if you or your members are using an older version of Internet Explorer; click the "compatibility view" icon in the address bar.

AFTER THE FACT TIMEKEEPING

AmeriCorps members **MUST** record your time in an "after the fact" fashion. This means that they can only record time at the end of their shift. AmeriCorps members cannot estimate and record time that they will spend in the future, even if it is for the same day.

- Example: If an AmeriCorps member's normally scheduled day ends at 5pm, they cannot complete their timesheet for that day during their lunch break, or any other time before their shift is completed.
- Example: You will be out for the remainder of the week and your member wants to make sure that their Service Site Supervisor has an opportunity to approve your timesheet so that the member will get paid on time. The AmeriCorps member cannot submit their timesheet with hours they have not yet served. In this situation, you can either a) login to iEmployee remotely to approve the timesheet, or b) make arrangements to have another individual approve the timesheet. This individual must be someone who can verify the activities and time frames that the AmeriCorps member has recorded in their timesheet.

MEAL PERIODS

Service Sites are required to provide members with a meal period of between thirty (30) and sixty (60) minutes, when the member serves over five (5) hours, during which time the member must be relieved of their service duties. Exception: If a period of no more than six (6) hours will complete the member's day, *and* the meal period has been waived by both the AmeriCorps member and your the Service Site Supervisor at the beginning of the shift, then the AmeriCorps member does not need to take a meal period. When an AmeriCorps member takes a meal period, they should record it in iEmployee. There is no time type for meal periods. When an AmeriCorps member has taken a meal period, they can record it by either: a) recording the duration of the meal period in the time clock (you can access the time clock by clicking on the "i" button; see example on page 9), or b) simply recording the hours they spent in the various time types, and showing a resultant gap of thirty (30) minutes or more in between. If the AmeriCorps member did not take a meal period, but served more than six hours that day, they **SHOULD NOT** record a meal period.

SUBMISSION TIME FRAMES

AmeriCorps members' timesheets are due to their AmeriCorps Service Site Supervisor for each living allowance period by the dates listed on the AmeriCorps Member Living Allowance Schedule. The CAP Center

recommends that you add these dates to your calendar to ensure that your member gets paid on time. Living allowances for late timesheets will be paid outside of the normal pay schedule.

HOURLY PROGRESS REPORTING

CAP Center AmeriCorps personnel will download AmeriCorps members' timesheet information periodically, and use it to calculate their progress toward completing their contracted number of hours to earn a Segal AmeriCorps Education Award, and to ensure that they are also meeting the average weekly number of hours stipulated in their Member Contract.

CATEGORIZING MEMBER HOURS

AmeriCorps members are required to document their time on a timesheet in the appropriate category; either service or member development:

- **Service:** the majority of member time; spent in the majority of the activities of the member position description, striving to meet grant Performance Measures, National Service Days, and service-related activities.
- **Member Development:** time spent in training, supervision/coaching, professional development, and workshops/seminars pertaining to service-related activities. Members may spend no more than 20% of their term in Member Development.

Per CaliforniaVolunteers' policy, AmeriCorps members may only accrue hours spent in fundraising if an AmeriCorps program has an approved Performance Measure that identifies fundraising as part of the program's design. **No** CAP Center AmeriCorps program has fundraising in its approved performance measures for the 2015/16 program year; therefore, members may neither engage in, nor record, hours spent in fundraising activities during their term of service. During AmeriCorps members' term of service, they will categorize their time based on the "time type" they worked on. Time type refers to the specific task the members performed.

The table below shows examples of the different time types:

| Time Type | Recordable Hours | Notes |
|---------------------------|---|---|
| Service: Jury Duty | The hours that the member would have normally served. | AmeriCorps members receive credit for their regularly scheduled service hours when they are called for jury duty. |

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| Service: Service Activity | Actual time spent on the service activities. | AmeriCorps members receive hours when they have been approved by your AmeriCorps Service Site Supervisor, and the activities are within your AmeriCorps program's approved performance measures. |
| Service: U.S. Armed Forces | <ul style="list-style-type: none"> You should not record hours for once-a-month weekend service. You should record the hours you would have served, had you not been fulfilling your Reserves obligation. | If possible, the AmeriCorps member's duty requirement should be fulfilled when it will not conflict with their schedule. If this is not possible, they may request a 2-week leave of absence. |
| Fundraising | N/A | Per CV requirements, "fundraising" must be included as a time type in iEmployee; however, CAP Center AmeriCorps members cannot spend time in fundraising. |
| Member Development: National Service Day | Actual time spent participating in a National Service Day. | AmeriCorps members are required to participate in National Service Days (see page 48). |
| Member Development: Supervision | Any time spent in one-on-one supervision or group settings with your AmeriCorps Service Site Supervisor. | CAP Center policy is that members should receive a minimum of one (1) hour of supervision per week. |
| Member Development: Required Training XX | Hours spent at a required training. | Core trainings required by the CAP Center. |
| Member Development: Training Other | Time spent at a Service Site all-staff meeting, or actual hours spent attending training. | Additional trainings outside of those required by the CAP Center. |
| Absent | AmeriCorps members should record "0" hours for being absent. | Used only when an AmeriCorps member is absent for an entire regularly scheduled day. |

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|------------------------------------|---|--|
| Absent: Site Closed/Holiday | AmeriCorps members should record "0" hours for days when your Service Site is closed. | Used only for holidays or other days that your Service Site is closed. |
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CREATING TIMESHEETS

Step 1. Access iEmployee

- Open Internet Explorer.
- Go to <https://my.iemployee.com/advanced/login/login.aspx>.

Step 2. Log-in

- Enter the User Name and Password that were emailed to you. You can change your password after your first log in. If you make 3 incorrect attempts to log in, your access will be locked out. If this happens, contact your CAP Center AmeriCorps Program Support Coordinator or Project Manager; they can reset your password.
- Company name is "AmeriCorps" (not case sensitive).
- Click "Login."

The screenshot shows the ASUREFORCE login interface. The title bar says "Login". The main heading is "ASUREFORCE™". Below it are three input fields: "USER NAME" with the placeholder "Enter your User Name", "PASSWORD" with masked characters, and "COMPANY" with "AmeriCorps" entered. There is a checkbox labeled "Remember company name". Below these fields is a blue button labeled "LOGIN". A red oval highlights the entire login section, and a smaller red circle highlights the "LOGIN" button. Below the login section, there is a link "Forgot password/user name?", a message "If you have not received a User Name and Password, please contact your system administrator.", and a security notice "For your protection, this site is 128/256 bit SSL Secured."

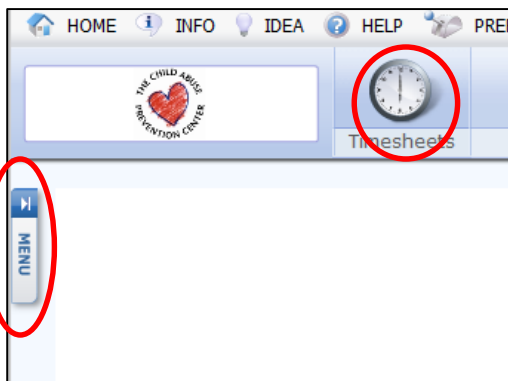
Step 3. Changing your Password

- Once you have logged in, click "Change User Information" at the bottom of the page.
- Follow the instructions on the screen to update your password.

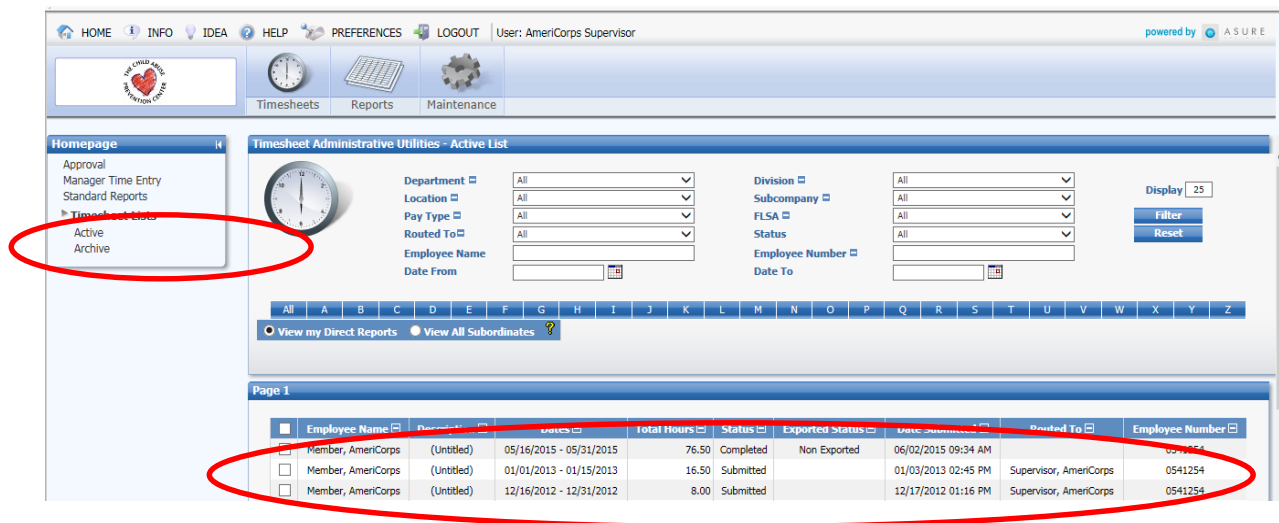
The screenshot shows a user dashboard. At the top right is a gear icon. Below it, the text "Your Last Login: 9/10/2014 5:02:59 PM (EST)" is displayed. Below that is a section titled "To Begin:" with instructions: "Select a Module from the Main Menu above, then select a Page from the Menu on your left. To return to this page at any time, click". At the bottom, there is a link "Change User Information:" which is circled in red, followed by the text "Select to modify account information, including Login ID, Password, or E-Mail Address."

Step 4. Select a Timesheet

- Return to the homepage.
- Click the “Timesheets” icon, or “Menu,” on the left side of the page.



- Click “Timesheet Lists.”
- Choose “Active”.
- Use the filters to find a particular timesheet or member.



Step 5. Review a Timesheet

Service Site Supervisors should review the following timesheet information:

- **Regular Schedule.** Review days/times against the AmeriCorps member’s schedule. Ensure that any hours reported outside of the regular schedule have been approved. And fall within your CAP Center AmeriCorps program’s approved Performance Measures
- **Time type.** Reviews the time types to ensure that the hours recorded match the activities your member participated in.
- **Time clock.** Ensure that the AmeriCorps member has completed a time clock (“i” button) for every block of time; also, review the time clock to ensure that their hours do not overlap.

https://my.iemployee.com/timesheet/Timesheet_Info_single.as...
 https://my.iemployee.com/timesheet/Timesheet_Info_single.asp?SID=7b346d8e

Timesheet Information: Mon 9/1

Timeclock

In/Out times will automatically be rounded to the nearest 15 minutes

Time In (enter hr:min) 9:00 AM
 Time Out (enter hr:min) 5:30 PM
 Break/Lunch Duration (enter hr:min) 0:30

Total Time (hrs:mins) 8:00 **Calculate**

Save Clear

Notes

Save Close

- **Meal Periods.** Service Sites are required to provide members with a meal period of between thirty (30) and sixty (60) minutes, when the member serves over five (5) hours, during which time they must be relieved of their service duties. Exception: If a period of no more than six (6) hours will complete the member's day, *and* the meal period has been waived by both the AmeriCorps members and the Service Site Supervisor at the beginning of the shift, then the AmeriCorps member does not need to take a meal period. If the member did not indicate a lunch break, reject the timesheet, and provide them an opportunity to make the change, or to explain why they did not take a lunch break (the response from the member should be handled by email to the Service Site Supervisor who should notify their CAP Center AmeriCorps Project Manager).
- **Weekly Supervision.** The CAP Center's policy is that AmeriCorps members should receive a minimum of one (1) hour of supervision per week. If supervision is not recorded in a timesheet, it will be rejected by CAP Center AmeriCorps personnel. If supervision was inadvertently omitted, the member should correct the timesheet. If supervision was not received, the AmeriCorps member should resubmit their timesheet to you, and email their CAP Center AmeriCorps Support Coordinator or Project Manager to explain the situation.
- **Absent.** AmeriCorps members should use the applicable absent time type when they were away from service for an entire, regularly-scheduled day. "Absent" should not be used for days that the member would normally not serve, such as weekends, if applicable to your schedule.

Rejecting A Timesheet

- Rejecting a timesheet is the appropriate response when a timesheet contains erroneous information, and also facilitates communication to the AmeriCorps member regarding the specific error(s). You

should communicate necessary changes to AmeriCorps members via the “notes” field on the timesheet. iEmployee will email the AmeriCorps member to let them know that one or more of their submitted timesheets has been rejected, and requires their attention.

- Notwithstanding the above, a rejected timesheet may cause an AmeriCorps member to receive a late living allowance payment (you must approve the timesheet for the corresponding living allowance period before the CAP Center will issue a living allowance incremental payment.) Unless the error can be resolved PRIOR to the living allowance payment date, and if the remainder of hours are correct and can be verified, you should temporarily approve the timesheet, and resolve discrepancies AFTER the member’s living allowance incremental payment has been issued.
- Once the AmeriCorps member has responded to the rejection notification, they will resubmit the timesheet to you for approval.

The screenshot shows a timesheet interface with a table for Week 3 (1/15 to 1/21, 2013). The 'Totals' row shows 2.00 hours. Below the table is a 'Notes' section with a text area for 'Enter New Notes'. At the bottom, there is a 'Reject' button circled in red. The interface also includes a 'Service Activity' dropdown, a 'Time Type' dropdown, and a 'Save' button.

Approving A Timesheet

If all information in an AmeriCorps member’s timesheet is correct and verifiable, you will select “approve”. This will have the effect of either routing the member’s timesheet to a second-level reviewer, perhaps at the Lead Agency, or directly to CAP Center AmeriCorps personnel (the second-level reviewer or CAP Center staff person must be selected from a drop-down menu). CAP Center AmeriCorps personnel will follow the timesheet review guidelines above, and will either “reject” or “complete” the AmeriCorps member’s timesheet.

The screenshot shows the same timesheet interface as above, but with the 'Approve & Route To:' button circled in red. The 'Reject' button is also visible. The interface includes a 'Service Activity' dropdown, a 'Time Type' dropdown, and a 'Save' button.

TIMESHEET STATUS

After AmeriCorps members create them, their timesheet(s) will be in one of the following statuses, which you can check easily in iEmployee by clicking on the Timesheets icon, then the left side navigation link “Timesheet Lists-Active”:

- **Saved:** An AmeriCorps member has created a timesheet with some level of information in it. The timesheet has not yet been submitted to you for approval.
- **Submitted:** An AmeriCorps member has completed your timesheet for a given living allowance period, and it is now waiting for you to review and approve/reject it.
- **Approved:** You have reviewed an AmeriCorps member’s timesheet, and approved the content therein. The timesheet is now either waiting for further approval from the AmeriCorps member’s Lead Agency, or from CAP Center AmeriCorps personnel. Note: the timesheet must be in “approved” status by the dates listed on the AmeriCorps Member Living Allowance Schedule in order for the AmeriCorps member to receive their living allowance on time.
- **Rejected:** Either you, the Lead Agency (if applicable), or CAP Center AmeriCorps personnel have questions or have noticed an error in a timesheet. The AmeriCorps member should receive an email notification from iEmployee regarding the rejected timesheet, and should log in as soon as possible to make any necessary corrections. AmeriCorps members should not use the “Comment” field in the timesheet to communicate with any timesheet approvers; rather, they should correspond via email.
- **Completed:** An AmeriCorps member’s timesheet has been approved by you, the Lead Agency (if applicable), and CAP Center AmeriCorps personnel.

FALSIFICATION OF TIMESHEETS

Allegations of timesheet falsification will be investigated by the CAP Center. Lead Agencies and/or Service Sites MUST contact their CAP Center AmeriCorps Project Manager prior to taking any disciplinary action. Confirmed falsification of timesheets is grounds for immediate termination