

Time Sheets

PMSC time sheets are the official documentation of served and validated hours. Timesheets are due biweekly as per the schedule found below and on the PMSC website: www.pmsc.org. PMSC will require all members and sites to use the PMSC electronic time keeping system called OnCorps. The PMSC staff will set up an account for all members and supervisors prior to the initial time sheet due date. Once PMSC has supplied both the member and the supervisor with a username and password, members and supervisors can log into the system. To log into the current program year, go to the PMSC website at www.pmsc.org, Quick Links, OnCorps Log In:

- ✓ Enter in either under a member or a supervisor as appropriate
- ✓ Members will fill out a time sheet and **submit to both the listed site supervisor and to the PMSC Regional Coordinator**
- ✓ Site Supervisor will then receive an email with a link to review the time sheet and submit or reject
- ✓ If the time sheet is rejected, it will be returned to the member for re-submission
- ✓ Once the supervisor approves and submits the time sheet it will go to the PMSC Regional Coordinator
- ✓ If the time sheet has no errors, it will go to the PMSC Program Director for final review. If the PMSC Regional Coordinator rejects it, the time sheet will be returned to the member and the process will start over

Members and site supervisors are responsible for timely submission, and accurate time sheets. TIME SHEETS WILL BE DUE INTO THE PMSC OFFICE BY MEMBERS NO LATER THAN THE MONDAY FOLLOWING THE END OF A TIME PERIOD. Failure to submit this documentation may result in 0 credits for hours served or suspension of benefits. See the website calendar for time sheet periods and due dates.

For Timesheets:

- ✓ **Members must show a minimum of one 15-minute break for any day serving over 5, and up to 8 hours.**
- ✓ **Members must show a minimum of 30-minutes in break periods for any day serving over 8 hours.**
- ✓ **Written permission from a PMSC Coordinator must be given for any day that is longer than 12 hours, and the time sheet should show break periods throughout the day as established with PMSC Coordinator.**
- ✓ **Break periods do not count towards the required service hours.**

- ✓ If for some reason a break is not taken, (For example- you had a working lunch during a meeting) then an explanation should be made in the comment box.
- ✓ A designated host site supervisor AND a PMSC staff member must approve each timesheet. The PMSC Program Director will review all timesheets.
- ✓ Members must be actively serving throughout the entire term of service to receive a stipend and designated benefits. Actively serving is defined by the following:
 - A. Being present at the PMSC approved and designated site, and able to perform the duties to which a member has been assigned.
 - B. Showing service hours for each two-week timesheet period.
 - C. Showing progress towards successful completion of a term as measured by a benchmark range of hours per stipend, and as outlined in this handbook. (New benchmark ranges will be developed if a suspension is granted).

If a member is not serving hours, has not supplied the required timesheet, position is terminated, or the member chooses to leave before completion of the term of service, the member is no longer considered "active" and all benefits, including the living allowance, will cease immediately.

PMSC AMERICORPS TIME SHEET TIPS

- ✓ Be on time! Use the PMSC Member Handbook timesheet schedule for assistance. Late timesheets could affect stipend delivery.
- ✓ Ask your coordinator if you are unsure of how to enter an activity prior to submission.
- ✓ **DO NOT** write anything in the comments unless you are prompted to do so. Things to put in comments: names of training courses, if you had a working lunch or dinner. Things **NOT** to put in the comments: off sick, long explanation of your daily activities, etc.
- ✓ If claiming a PMSC approved FEMA training, please indicate the date, the title of the training. You must complete the course and download the certificate within one time sheet. You must submit the certificate to receive credit for the course. You may only take these courses between the hours of 6am-10pm. You will use teleservice if you are not doing the training from your service site.

- ✓ When describing any other training in the comments, please write the date of the training and the subject. For example: 8/20/2025 – PMSC Orientation. These examples would **not** be correct: PMSC Orientation (No Date) or 8/20/2025-Host Site Inservice (What were the topics of your Inservice training?)
- ✓ Take Breaks! See the break rules. Mark ALL breaks in service. For example: if you served all morning, took a lunch break, served all afternoon, drove home, did a training in the evening via teleservice it might look like this:
 7:00am- 11:00 am - Water Quality Stewardship Activities
 11:00am -11:30am –Lunch/Break Time
 11:30am -3:00pm - Water Quality Stewardship Activities
 3:00pm -6:00pm – Lunch/Break Time
 6:00pm -8:00pm - PMSC Approved Training (Date and Name of Training in Comments)
- ✓ Please use “Teleservice” as your site if you are completing PMSC approved training from home. Seek **PMSC pre-approval** for any service day over 12 hours.
- ✓ Use “Off Site” as your site only if you are **not** doing your service at or for your host site or teleservice from home. For example: You did a service project in the community.
- ✓ If you take off or your site is closed for a holiday, you will not report time for that day or days; however, a zero hour timesheet is not allowable.
- ✓ Make sure your activities are within our grant guidelines or you will not be able to count that time.
- ✓ Do not submit your timesheet prior to serving the time. For example: if you serve until 3pm, don’t submit your timesheet at 2:59PM, or it will be returned for you to resubmit.
- ✓ Using the handbook as your guide, stay within your time range. All full-time positions must be serving a minimum of 32.5 hours per week (on average) and staying within your time range to continue to receive a full-time stipend & benefits. There may be some weeks, especially at holiday time, that you fall short of the 32.5 hours; that is ok if you are staying within your overall range.

Fundraising activities may be claimed if the activities meet this criterion:

1. Raising funds/ collecting items for a specific AmeriCorps member related project.
2. Non-Federal grant writing to support a project specific need...not salaries of employees, etc.
3. If the member is reporting a fundraiser under volunteer management/recruitment – the same rules apply to the volunteers as to the AmeriCorps prohibited activities and the above statements.

Use this as a reference:

§ 2520.40 Under what circumstances may AmeriCorps members raise resources?

1) AmeriCorps members may raise resources directly in support of **your program's AmeriCorps service activities.**

2) Examples of fundraising activities AmeriCorps members may perform include, but are not limited to, the following:

- a) Seeking donations of books from companies and individuals for a program in which volunteers teach children to read;
- b) Writing a grant proposal to a foundation to secure resources to support the training of volunteers;
- c) Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals;
- d) Securing financial resources from the community to assist in **launching or expanding a program** that provides social services to the members of the community and is delivered, in whole or in part, through the members of a community-based organization;

3) AmeriCorps members may not:

- a) Raise funds for living allowances or for an organization's general (as opposed to AmeriCorps project) operating expenses or endowment;
- b) Write a grant application to AmeriCorps or to any other federal agency.

Break Time Requirements

Up To 5 Hours	No Breaks Required
Over 5 and up to 8 Hours	15 minutes minimum
Up to 12 Hours	30 minutes minimum
Over 12 Hours	Pre-approved & consult PMSC Coordinator

***Need Pre-Approval for Hours Over 12.**

*** Total break time may be in increments throughout a day to equal the total required.**

*** No Break time indicated for hours served over 5 must have a reason in the comments such as "Working Lunch".**



2025-2026 PMSC AmeriCorps Timesheet Categories

Service

Education- K-12 Group/Individual Academic Engagement Activity

Education- Youth/Parent/Community School Engagement Activity

Education- Lesson Planning

Education- Nutrition Assistance through Food Distribution/ Backpack Program

Environmental- Water Quality Stewardship Activities

Environmental- Trail Maintenance/Construction

Environmental- Plantings/ Invasive Species Removal

Environmental- Riparian/ Stream Bank Project

Environmental-Education/ Community Outreach Event

Environmental- Project Preparation/ Project Documentation/Planning Meeting

Healthy Futures- Education/Community Outreach Event

Healthy Futures- Client Intake/Assessment/Resources Referral

Healthy Futures- Project Preparation/ Project Documentation/Planning Meeting

Volunteer Generation/Training/Management

PMSC Community Service Project (Include Name & Date of Project in Comments)

PMSC Program Reporting

Training

Host-Site Training- (Include Name & Date of Training in Comments)

PMSC Approved Training- (Include Name & Date of Training in Comments)

PMSC Site Visit/Coaching Meeting

Fundraising

Fundraising- Securing Resources for AmeriCorps Related Service Site Project

Time Off

Lunch/Break Time