

Supervisor Time Keeping In-Kind Match

2022-2023 AmeriCorps Program

For this grant period, supervisors are required to record and turn in hours spent supervising and/or participating in the AmeriCorps program. These hours are very important to the grant because they are used as in-kind match. The federal AmeriCorps grant requires a 50% match to pull down any federal funds that are used to pay the member living allowance, benefits, administration of the program, and pay of staff.

For grant purposes you will be considered contractors to the AmeriCorps grant. The expectations are:

- 1.) All supervisors will have hourly pay and benefits shared with Habitat Iowa financial staff, Kristen Holtan (kholtan@iowahabitat.org) on your organizational header. This measurement is used to value your time performing AmeriCorps duties. This information will not be shared with other supervisors and will only be used for grant match purposes. The hourly contractor rate includes wage, benefits, and other employment expenses such as FICA.
- 2.) Any supervisor performing supervisor duties (explained below) will be recorded using the OnCorps timekeeping system. This is turned in 2 times per month by the supervisors. This is 100% electronic and does not need to be printed or signed.

What are typical supervisor duties and how much time is considered reasonable?

- Site supervisors typically spend between 1-10% of their time on member supervision in a given week.
 - If site supervisors find that a member needs additional training or one-on-one assistance, beyond what is normal for a new member, he/she/they should contact program staff for assistance and next steps
- Time charged from month to month should reflect actual time spent (not budgeted or estimated time)
- Time charged to the grant should be reasonable in accordance with number of members supervised and the time the members have been enrolled. For example, time charged to reviewing and approving timesheets should be reasonable based upon the number of members during that time period. If a big issue arises while reviewing timesheets, more time may be required, but this should be documented. Excessive supervision time is something that will be identified by an auditor and additional documentation may be required or the time may be removed from the grant
- Falsification or inflation of site supervisor hours can result in penalty, such as repayment of federal funds by host site and criminal charges

Allowable AmeriCorps Supervisor Activities

- Collect data and/or review data on member project/service results
- Communicate with member(s) via email/phone
- Communicate with sub-site supervisor on member progress/performance
- Create/edit position description
- Evaluate member(s) on project progress
- Meet 1:1 with member(s)
- Meet with Habitat Iowa staff about member progress/performance/hours
- Meet with other staff about member progress/performance/hours
- Plan a training session/event for member(s)
- Recruit/interview/onboard new member(s)
- Staff meeting (not regularly held but unique for member service)
- Timesheet review/approval
- Train member(s) on service-relevant topic
- Time being trained by Habitat Iowa staff
- Time doing activities for Habitat Iowa staff for the grant

Unallowable AmeriCorps Supervisor Activities to count as hours

- Work alongside member
- Hold regularly scheduled staff meeting where AmeriCorps members attend alongside regular staff
- Make fundraising calls
- Non-AmeriCorps activities/responsibilities
- AmeriCorps prohibited activities such as advocacy and religious instruction

How to Submit a Supervisor Timesheet on OnCorps:

A recording of these steps can be found at www.iowahabitat.org/using-oncorps

- Go to **ia.oncorpsreports.com**
- Select **Current program year**
- Scroll down to **Habitat Iowa**
- Select **“SITE SUPERVISOR”**
- Enter username and password
 - **Username:** first letter of first name and last name example: Katie Sylvis is ksylvis
 - **Temporary password** is: Building1
- Select **“TIME TRACKING” > “SUPERVISOR TIME TRACKING”> “ENTER SUPERVISOR HOURS”**
- Select **“PAY PERIOD”** -> Hit choose
- Enter hours spent supervising into column 1 **“Num Hours AmeriCorps”**
- Skip column 2 **“NonAmeriCorps Hours”**
- Enter a very brief activity you did in column 3 **“Activity”**
 - Example: “Interview candidates, data collection, meeting with AC members”

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Member Service Hours

Supervisor In Kind Hours

Enter Supervisor In-Kind Hours

Welcome Katie

To add notifications to your homepage, select them from the list below:

Select a Notification ▾

Enter Supervisor In-Kind Hours

Select a Period:

08/26/2022 - 09/10/2022 Choose

You are entering time for period: 08/26/2022 - 09/10/2022

This timesheet is DUE: 09/12/2022

Please enter your fully loaded hourly wage including benefits that is used to calculate the value of your in-kind hours: \$ 0

Day	Num Hours AmeriCorps	Num Hours Non AmeriCorps	Activity
Fri Aug 26	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
Sat Aug 27	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
Sun Aug 28	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
Mon Aug 29	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
Tue Aug 30	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
Wed Aug 31	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
Thu Sep 1	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
Fri Sep 2	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
Sat Sep 3	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
Sun Sep 4	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
Mon Sep 5	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>