



HOW TO FILL OUT YOUR CTEP TIMESHEET



Tips for keeping a good time sheet:

- At the end of each day go to the [CTEP on-line system](#) and track your daily hours:
- Keep a notepad or journal at your desk or the area where you begin and end your day. Use one page per day. Put the date at the top and the time you arrive that day, and the time you leave. Throughout the day write in what you are doing and for how long.
- Use your direct service client log on a day-to-day basis to keep track of how your hours are spent.
- As you work through the day:
 - Jot down activities/ subject areas you are working on
 - At the end of the day review what you did and assign half hour increments to each topic
 - Total your hourly increments – make sure they match your total hours for the day
- Weekly Calendar: In addition to your daily notepad, keep an accurate calendar of regularly scheduled meetings, and activities. For example, if you teach a class every Thursday, you should have that on your calendar; if you have a departmental meeting every Monday that should also be on your calendar.

Totaling Your Hours

Example Entry

Day	Fundraising	Training	Civic Engagement	Direct Service	Capacity Building	Total Hours
Sept 17	1.5	0	0	3	2.5	6.5
Description: Attended Site Staff meeting (1 CB) Compiled notes re: staff meeting (1.5 CB) Homework Center Tutoring (3 DS) Discussed with Site Supervisor Applying for the CfAll Grant (1.5F)						

The numbers and capital letters correspond to the number of hours spent on that activity, and then the category of service that that activity corresponds to.

You can use these acronyms for the categories:

- F- Fundraising
- T- Training
- CE – Civic Engagement
- DS – Direct Service
- CB – Capacity Building

Description Guidelines

When filling out your description, keep in mind who your audience is. The entries are not for you only, they are for someone outside your experience (CTEP Staff, Site Supervisor, ServeMN Staff, etc...). Also, remember to keep your descriptions brief but specific!

Concentrate on these guiding questions: *NOTE: this is not a lesson in grammar, i.e., 'who' may serve as an adjective or noun. Think of the following as an ingredient list to include for a good description.*

Activity performed?	verb
What did you work on?	noun
Descriptive word(s) for WHAT	adjective
With whom did you work?	person(s)/organization/committee
How many hours and what category?	number

EXAMPLE DESCRIPTIONS:

1. Taught adult ESL class (2 DS)
verb/ who /descriptive word/what /hours and service category

Ingredients 'Who' and 'Adjective' are somewhat interchangeable, but it may help to include both.

Option 2 is better than Option 3:

2. Attended Hmong community event (4T) vs. 3. Attended community event (4T)

Timesheet Frequently Asked Questions:

Does lunch count for service hours, and how should I characterize that?

There are no mandatory breaks in the AmeriCorps service day like there are for formalized employment. If you are eating lunch with other coworkers or working at all on site work while eating you should be able to count these hours. You do not have to mention that you are eating lunch, but instead the reason that we are being granted hours. Example, if you are eating with other coworkers and learning more about the organization where you work, then that would come under training hours (staff meeting, 1T), or if you are prepping through lunch for your class that afternoon it is part of direct service (Prep for Class, 1 DS)

What about the time that I spend just checking email?

You may be surprised how much of your work goes on over email these days! As long as the email is work related this time should also count, and I would suggest that depending on the nature of the email it could be either capacity building (if it is communicating about a CB project), direct service (if helping to set up a direct service event), or training (learning more about your organization). If it is something of everything, just choose a category and go with it, you do not need to parcel your time down to every little microfunction.

What goes under Civic Engagement?

Anything that pertains to CTEP approved individual or group civic engagement projects. Some of your Corps day time may go under this you meet during this time.

How many hours every two weeks should be my target to know that I am getting enough hours to complete my service year?

If you started at the beginning of the service year, your goal should be to clock an average of 36 hours a week, or 72 hours for every two week timesheet. This should take into normal holiday weeks so you should not have to work 36 hours on Thanksgiving week for example. If you are taking a substantial vacation (one week or more) not related to holiday times, you should budget to offset this time in other weeks.

Can I add any increment of time to the timesheet?

The timesheet system, should allow you to add any increment, but we ask that members round their time to the nearest quarter hour of time. If you arrived at 10 AM and left at 3:12 PM, you should clock 5.25 hours for the day.

Time Sheet Examples and Definitions

Type	Definition	Examples
Fundraising (10%)	Any activity that is involved in raising funds, equipment, and/or materials directly related to your project.	Grant writing for video cameras to use for your project Soliciting in-kind donations from your local grocery store to support the CTC Hosting a fundraising dinner for your lab
Training (20%)	Any activity where the intent is for you to learn how to do your job better.	Reading curricula Understanding organization's policies and procedures Attending a volunteer management training Corps Days minus CTEP Project Time Revising Site Work Plan Reflection Surveys Book Club Member Website Contributions Planning and Leading a Corps Day Training
Civic Engagement (10%)	Any activity related to an individual civic engagement activity, CTEP group service project, or your group civic engagement teamwork	Any civic engagement activity Civic Engagement Project Teams Planning or Activities CTEP Group Service Projects
Direct Service (30%)	Any activity that directly impacts the populations that your organization is serving.	Teaching computer skills Preparing for your class or workshop Helping someone format a resume Community Outreach - Education
Capacity Building (30%)	Any work or product that you intentionally create for your organization that is designed to increase their capacity after your service year is up.	Curriculum development Capacity Building Survey Community Outreach – Promoting the Program Increasing Accessibility of your organization's website Hand-off Document Volunteer position descriptions