

runIPT for Field Crews – KreisersNotes©

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Organization: ucovac

AmeriCorps Hours Explained

Description of Service Hours

	Member Development	Direct Service
Definition:	Hours where you are being trained to perform the duties of your position (classroom time, modules, herbicide testing).	Hours where you are performing project work. Completing work that is involved in making direct change.
Description of Days Activities dropdown menu:	Member Development/Training	<ul style="list-style-type: none"> Habitat Restoration Trail Building and Maintenance
Record hours in this column:	Member Development	Direct Services
Maximum Percent of Hours:	No more than 20% of total hours	At least 80% of total hours

Overview

- Hours must be recorded after service has been performed
- Do not record more than 12 hours per day unless approved by UCC Staff
- 30 minute lunch DOES NOT count as service hours
- You need to record and sign weekly timesheets at de-rig after every hitch
- UCC may withhold your living allowance if timesheets are not completed

What counts toward AmeriCorps hours and should be recorded?

YES!	NO!
<ul style="list-style-type: none"> • Training – Member Development • Project time – Direct Services • Drive time to/from project in a UCC vehicle – Direct Services • Tool maintenance – Direct Services • Pre-project meetings – Direct Services • Rig-up/De-rig – Direct Services • 2 - 15 minute breaks/day – Direct Services 	<ul style="list-style-type: none"> • 30 minute lunch break • Setting up/breaking down camp • Cooking meals and down time at camp site
SPECIAL CIRCUMSTANCES (weather, medical, etc.) – consult UCC Staff	

Completing a Weekly Timesheet

1. Once logged in, click **"My Forms"** (on the left side of the home page).
2. Click **"View"** next to the timesheet you need to complete. The below image will appear.
3. Select **"Description of Days Activities"** for each day and **log hours in the correct column.**



Did you...

Select the correct "Description of Days Activities"?
Log hours in the correct column?
Log accurate hours for the correct dates?

If YES?

Sign the timesheet (see green box below)



Utah AmeriCorps Service Hour Record

Member Name: De Leon, Donovan

Month April

Member development hours (training/education) are only applicable when they reflect the AmeriCorps service that the member credited education award he or she will receive. Only 20% of the entire member's credited service hours can be dedicated to education and training. More hours have been spent in this area.

Direct service hours are when a member is working directly with people to make change, or doing work that is involved in making the change. Direct service hours should constitute 70% or more of an AmeriCorps member's total hours served.

Fund raising hours must be pre approved by your Program Director. A member may spend no more than 10% of his or her term of service on fundraising activities.

Day	Description of Days Activities	Member Development	Direct Services	Fund Raising	Total
Sun 04/28/19	Member Development/Training	10			
Mon 04/29/19	Member Development/Training Habitat Restoration	4	6		
Tue 04/30/19	Habitat Restoration		10		
Wed 05/01/19	Habitat Restoration		10		
Thu 05/02/19	Habitat Restoration		10		
Fri 05/03/19	No Hours Served				
Sat 05/04/19	No Hours Served				

SAVE WORK

Member Electronic Signature: (De Leon, Donovan): [Click to sign Completed Document](#)

Supervisor Electronic Signature:

Office Reviewer Signature: (Brittany Peatross):

Office Reviewer 2 Signature: (Nicole Kreiser):

Clear Student Signature

Supervisor - reason signature was cleared:

When COMPLETE: Type and submit signature

If **"Member Development/Training"** is selected for the "Description of Days Activities", hours need to be recorded in the **Member Development (first) column.**

If **"Habitat Restoration"** or **"Trail Building and Maintenance"** are selected for the "Description of Days Activities", hours need to be logged in the **Direct Service (middle) column.**

If **"Member Development/Training"** and **"Habitat Restoration"** and/or **"Trail Building and Maintenance"** are selected for the "Description of Days Activities", hours need to be recorded in the **Member Development (first) column** and the **Direct Service (middle) column.**

Do not select Environmental Education or Volunteer Recruitment/Coord/Mgmt, *unless instructed* to do so by UCC Field Staff.

NEVER record hours in **Fund Raising.**

If you did not work, **'No Hours Served'** must be selected. You do not need to enter 0's.

Timesheet Corrections: If your timesheet is incorrect, UCC staff will remove your signature and write **corrections that MUST be made** in this box. Make corrections and re-sign the timesheet.