

ABC Non-Profit \* 1234 United Blvd., Dallas, TX 75555  
Telephone: (214) 555-6644; FAX (214) 555-7755  
Email: ABCNonprofit@aol.com

**For program administration use only:**  
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Hours entered into OnCorps on: \_\_\_\_\_

**Member Name:** A. Mary Corps  
**Title:** AMC Member  
**Department:** Service Program

**Project Name:** Happy Kids After School Program  
**Pay Period:** 6/21/10 to 7/4/10  
**Supervisor:** Len S. Americus

Member Service Log											
Day	Dates	Morning Hours			Afternoon Hours			Total Activity Hours			
		In	Out	# of Hours	In	Out	# of Hours	Total Hours	Direct Service	Training	Fund-raising
Monday	6.21.10	8:00	12:00	4	1:00	5:00	4	8			8
Tuesday	6.22.10	8:00	12:00	4	1:00	2:00	1	5		5	
Wednesday	6.23.10	8:00	12:00	4	1:00	5:00	4	8	8		
Thursday	6.24.10	8:00	12:00	4	1:00	8:00	7	11	11		
Friday	6.25.10	8:00	12:00	4	1:00	4:00	3	7	7		
Saturday	6.26.10										
Sunday	6.27.10										
Monday	6.28.10	9:00	12:00	3	1:00	5:00	4	7		7	
Tuesday	6.29.10	8:00	12:00	4	1:00	3:00	2	6	6		
Wednesday	6.30.10	8:00	12:00	4	1:00	5:00	4	8	8		
Thursday	7.1.10	8:00	12:00	4	1:00	5:00	4	8	8		
Friday	7.2.10	8:00	12:00	4	1:00	4:00	3	7	7		
Saturday	7.3.10										
Sunday	7.4.10										
<b>Total Hours:</b>								<b>75</b>	<b>55</b>	<b>12</b>	<b>8</b>

By signing below, I hereby attest that the time recorded on this time sheet is true and accurate to the best of my knowledge

\_\_\_\_\_  
Member Signature  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature  
\_\_\_\_\_  
Date

**Member Service Log Instructions:**

1. Complete service log on a daily basis, noting activity type for all time.
2. Track hours in 15-minute increments, using these fractions:  
1 - 15 minutes = .25 ~ 16 - 30 minutes = .50 ~ 31 - 45 minutes = .75 ~ 46 - 60 minutes = 1.00
3. Lunch breaks should not count as service hours unless the lunch hour includes structured activities like speakers and trainings
4. Check math to make sure hours are added properly.
5. All service logs must be signed and dated by **BOTH** member and supervisor.  
Your service log will be sent back to you for completion if this information is missing
6. Member must submit timesheet to his/her supervisor by the last day of the pay period.
7. Sign timesheets with ink pen only (not pencil or erasable pen).
8. Do not use "White Out" to correct mistakes. Line through the error, write in the correct number, and initial the correction

**TRAINER'S NOTE:** Electronic timesheets are allowed when a grantee (1) has an established, written policy establishing the use of electronic timekeeping system (2) has a secure, verifiable electronic signature system that a) identifies and authenticates a particular person as the source of the electronic signature, and b) indicates such person's approval of the time; and (3) does not allow changes to the electronic record once appropriate electronic signatures have been applied unless there is a clear, auditable record of the revision.