



Timesheet Policies

2007—Present

1. Project Ayuda will not accept hours earned before a member's "Official Date of Enrollment," alternately known as their "Start Date." If a member turns in hours earned before their term of service started, the hours will not be counted; Project Ayuda will notify the member that the hours were not counted, note on the timesheet that the hours were not counted, and place the timesheet in the member's file.
2. As per the Paperwork Reduction Act of 1995 (44 U.S.C. 3501) and Corporation for National and Community Service Policies, Project Ayuda makes every effort to minimize the amount of paper used by the program. Program efforts to minimize the amount of paper used include accepting timesheets that may have minor corrections in hours or math. Requiring the members and site supervisors to turn in replacement timesheets would unduly increase the paperwork burden for Project Ayuda.
3. Project Ayuda will accept timesheets to which the member or site supervisor make edits prior to Project Ayuda Program Coordinator/College Coordinator receiving it.
4. Project Ayuda will accept timesheets on which the Project Ayuda Program Coordinator/College Coordinator makes edits provided that the representative receives written or spoken consent from the member or site supervisor before making the edits; however, the Project Ayuda Program Coordinator/College Coordinator is not allowed to add or deduct hours even with written consent.
5. Project Ayuda will accept timesheets on which the member made errors in calculating their weekly and/or monthly totals. If the member made errors in calculating their weekly and/or monthly totals, the Project Ayuda Program Coordinator will enter the individual service, fundraising, and training hours listed per week; the total of number of monthly hours will be the sum of the individual service, fundraising, and training hours listed per week. In extreme cases of miscalculation, the Project Ayuda Program Coordinator will contact the site supervisor for verification.