

TimeTracker Job Aid – Member Tasks

Tracking your time spent in service as an AmeriCorps member through TimeTracker is important for a few reasons:

- WSC is federal grant-run program and uses those grant funds to pay your living stipend; accounting for those funds carefully is a federal regulation.
- The education award you will receive at the end of your term requires that you have successfully completed your term, including the minimum hours listed in your Member Service Agreement. Tracking your time allows you and your site staff ensure you meet that minimum requirement.

If you're serving in an organization other than an Employment Security or WorkSource location, you will need a Secure Access Washington (SAW) account in order to access the system. Please refer to the "Creating Your SAW Account" job aid for instructions on how to create an account.

Once your SAW account is set up, please fill out and submit the [webform](#), including your SAW account email address, so that the Washington Service Corps can create your Time Tracker account. This step must be done in order for you to log in. You will receive an email confirmation once your TimeTracker account has been created. Please allow 3 days from the time you notify us of your SAW account email address.

Logging in to TimeTracker

1. The link to TimeTracker can be found on our [website](#). Click on **Member Resources**, then click **TimeTracker** to proceed to the sign in page.
2. If you serve in an ESD location, click on the **Sign in to TimeTracker** button under the orange **With an esd.wa.gov email address** banner (the first time you log in, you will need to enter your ESD email address).
3. To log into your TimeTracker account through Secure Access Washington (SAW), click the **Sign in with SAW** button under the blue **With another email address** banner.



Sign in

With an esd.wa.gov email address

If you're an AmeriCorps member, project site staff or Washington Service Corps staff with an @esd.wa.gov email address:

[Sign in to TimeTracker](#)

With another email address

If you're an AmeriCorps member or project site staff with any email address other than @esd.wa.gov, you must sign in to TimeTracker through SecureAccess Washington (SAW).

[What is SAW?](#)

[Sign in with your existing SAW account](#)

[Sign in with SAW](#)

Or

[Create a SAW account](#)

[Check to see if you already have a SAW account](#)

[Notify WSC of SAW email address](#)

TimeTracker Job Aid – Member Tasks

- You'll see your timesheet for the current pay period with the status in green (Not started, In progress).

Timesheets + Sign out

Timesheet for Susan Collier

Washington Service Corps - American Red Cross

6/1/2018 - 6/15/2018 Not started Save

Category	Fri 1	Sat 2	Sun 3	Mon 4	Tue 5	Wed 6	Thu 7	Fri 8	Sat 9	Sun 10	Mon 11	Tue 12	Wed 13	Thu 14	Fri 15
Lunch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Service	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Training	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fundraising	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Credit hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Admin hold + Add category Category definitions

Comments:

Save Submit

TASK: Manage your current timesheet

Member timesheets are due twice per month, within three days of the end of the pay period. Pay periods run from the 1st through the 15th, and from the 16th through the end of the month. Your site staff will have until the end of the fifth business day after the end of the pay period to approve your timesheet. You will receive email reminders about any overdue timesheets.

- Enter your hours, rounded to the nearest quarter (1/4) hour**, in the Service, Training and Fundraising categories for each applicable day you served during the time period. Also check the **Lunch checkbox** if you served five or more hours and took your required lunch/meal break on that day.

Timesheet for Ameri Corps

Washington Service Corps - Washington Service Corps

8/1/2018 - 8/15/2018 Not started

Category	Wed 1	Thu 2	Fri 3	Sat 4	Sun 5	Mon 6	Tue 7	Wed 8	Thu 9	Fri 10	Sat 11	Sun 12	Mon 13	Tue 14	Wed 15
Lunch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Service	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Training	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fundraising	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Credit hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Admin hold + Add category Category definitions

TimeTracker Job Aid – Member Tasks

- When you are finished, click **Save**. Once the pay period has ended and you have verified your time is correctly recorded, click **Submit**. This will move your timesheet in to your supervisor’s Need approval queue for their review.

TASK: Correcting errors in your timesheet

If you have errors in your timesheet, you will not be able to submit it until those errors are corrected. Here are the messages you may see. If you receive an error, correct it as indicated below (with a time correction or a comment), then click **Save** or **Submit** again.

- Too many/too few hours in a day: if you enter more than 24 hours in one day, or enter negative hours on any day, the system will require you to correct it before you can submit the timesheet.
- Hours not correctly rounded: your hours must be rounded to the nearest quarter-hour and entered as a decimal on the timesheet. For instance, 7, 7.25, 7.5 or 7.75.
- Hours entered on a weekend: if you enter service, training or fundraising hours on a Saturday or Sunday, the system will require you to add a comment briefly explaining the service activity performed before you can submit your timesheet. If your position typically requires you to serve on a weekend, just add a comment stating “Weekend service per my PDF”.
- Hours entered for a federal holiday: if you enter service, training or fundraising hours on a federal holiday, not including MLK Day which is an expected day of service, the system will require you to add a comment briefly explaining the service activity you did before you can submit your timesheet.

TASK: Record absences

- If you need to account for absences, you can add a new category row to record that time. To do this:
 - Click the drop-down menu to the left of the **Add category** button at the bottom of the sheet
 - Choose the category type from the dropdown list
 - Click the blue **Add category** button. This will add a new row at the bottom of your timesheet. To delete the row, click the red trash can to the right of the row.

8/1/2018 - 8/15/2018 **Not started**

Category ?	Wed 1	Thu 2	Fri 3	Sat 4	Sun 5	Mon 6	Tue 7	Wed 8	Thu 9	Fri 10	Sat 11	Sun 12	Mon 13	Tue 14	Wed 15
Lunch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Service	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Training	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fundraising	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Self/family illness	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Credit hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Self/family illness **+ Add category** Category definitions

- Self/family illness
- Admin hold
- Approved absence
- Inclement weather
- Self/family illness
- Suspension
- Unapproved absence

TimeTracker Job Aid – Member Tasks

TASK: Review timesheet warnings and alerts

Warnings and alert messages serve as reminders to double-check your timesheet, but will not prevent you from saving or submitting your timesheet. A warning message will be displayed in the following circumstances:

- You record more than five hours of service but no lunch: if you entered more than 5 hours of service, training or fundraising in one day and did not check the Lunch checkbox. Typically, you should be taking a lunch break when serving at least 5 hours in a day, so the warning serves as a REMINDER to make sure you haven't forgotten to check those boxes if indeed you took a lunch break.
- You enter 14 or more service, training or fundraising hours in one day: for the health and safety of our members, we strongly discourage serving this many hours in a day. However, knowing that it may occur on very rare occasions, this warning allows you to verify you entered the correct number of hours, and also alerts your site staff. If you do happen to serve more than 14 hours, let your site staff know immediately.
- You accumulate more than the allowable service or fundraising hours: AmeriCorps regulations generally limit how many hours a member can spend in training or performing fundraising activities over the span of their service term. Upon accumulating more than 10% in fundraising hours or 20% in training, you will receive a warning on each timesheet thereafter. Use this alert to start a discussion with your site staff about what the remainder of your service term activities will encompass. In addition, keep an eye on the "Approved hours" pie chart of your last approved timesheet to see how many training and fundraising hours you're accumulating.

5/16/2018 - 5/31/2018 Submitted

Category	Wed 16	Thu 17	Fri 18	Sat 19	Sun 20	Mon 21	Tue 22	Wed 23	Thu 24	Fri 25	Sat 26	Sun 27	Mon 28	Tue 29	Wed 30	Thu 31	
Lunch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Service	8.00	8.00	8.00	8.00		8.00	8.00	8.00	8.00	8.00				8.00	8.00	8.00	
Training	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00				8.00	8.00	8.00	
Fundraising	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00				8.00	8.00	8.00	
Credit hours	24.00	24.00	24.00	8.00	0.00	24.00	24.00	24.00	24.00	24.00	0.00	0.00	0.00	24.00	24.00	24.00	272.00

! Exceptions

- You entered hours on a weekend. Please briefly describe your service activity on the weekend.

! Warnings

- Alert: You have entered 14 or more service, training or fundraising hours on at least one service day. Please confirm.
- Alert: Lunch is not selected on at least one day of service. Please update as applicable.