

Corporation for National and Community Service
Policies and Procedures

Policy Number: ASN 07-004 **Effective Date:** July 25, 2007
Revision Number:

Subject: Change to AmeriCorps State and National Time and Attendance Reporting Requirements

Purpose: To change the time and attendance reporting requirements for AmeriCorps State and National grantees and subgrantees due to the transition to the My AmeriCorps Portal for member management and reporting functions in FY 2007-2008.

1. Who is Covered: This program policy applies to all AmeriCorps grantees and subgrantees.
2. Policies Cancelled: NA
3. Originating Office: AmeriCorps State and National
5. Location of Revised Text: NA

Corporation employees can access this document electronically at intranet.cns.gov

Approved By:

[Signed version on file with Office of the CEO]

David Eisner
Chief Executive Officer

If you need this document in an alternative format, please contact the Administrative Services Help Desk at 202-606-7504 (voice) or 202/565-2799 (TDD). You may also send an email to ashelp@cns.gov or write: Corporation for National and Community Service, Office of Administrative and Management Services, 1201 New York Avenue N.W., Washington D.C., 20525.

ASN 07-004 Change to AmeriCorps State and National Time and Attendance Reporting Requirement

Background

If you are an AmeriCorps State subgrantee or AmeriCorps National grantee you are currently required by the General Provisions to use the Corporation's Web-Based Reporting System (WBRS) to enroll members, enter member hours, and exit members. During the 2007-2008 program year, these functionalities will transition to the My AmeriCorps portal, which will require total hours upon exit.

What is the purpose of the new policy?

The purpose of this policy is to reduce administrative burden for grantees related to timekeeping, and enable a smooth transition to the My AmeriCorps portal for member management functions.

What is the new policy?

As of July 25, 2007, the Corporation will no longer require AmeriCorps State and National grantees and subgrantees to enter weekly, bi-weekly or monthly member timesheets in WBRS. Instead, AmeriCorps State and National grantees and subgrantees are required only to enter total hours served at exit for each member. Grantees and subgrantees will continue to be responsible for keeping regular time and attendance records in the paper-based or electronic format of your choice.

In the coming months, the My AmeriCorps portal will become the entry point for the new system of record. In the meantime, you may continue to use WBRS to regularly record member hours until WBRS is phased out and made unavailable except in read-only mode. You must continue to enroll and exit members in WBRS until those functionalities are operational in the My AmeriCorps portal. You will be notified well in advance of that occurrence.

When does this policy go into effect?

July 25, 2007.

Administering the Policy:

Who will need to be trained in the policy, when, and by whom?

AmeriCorps State and National will train program officers and the Office of Grants Management will train grants officers.

How will the new policy be communicated?

The Office of Grants Management will amend the General Provisions and notify AmeriCorps State and National grantees that the Provisions have been amended. AmeriCorps State and National program officers and grants officers will be informed of the new policy via staff meetings and trainings. AmeriCorps state and national grantees and subgrantees will be notified in the *AmeriCorps Policy Update*, and series of follow-up conference calls on the transition from WBRS to the My AmeriCorps portal that will be conducted during September of 2007.