

**IT'S A GAMBLE**  
**Scenario # 1**  
Category: Member Timesheets

**Handouts:**

- Member Timesheets

**WHAT'S WRONG:**

- **Timesheet first date 5/9/08:**
  1. Description says "facebook" as service activity – raises questions of allowability of activity
  2. White out used on timesheet
- **Email timesheet for week of June 6:**
  3. An email is not sufficient to certify service hours
- **Timesheet first date 7/1/08:**
  4. Member has included hours for a holiday (Fourth of July)
  5. Description is questionable "voter drive"
  6. Supervisor signature in pencil
- **Timesheet first date 8/8/08:**
  7. Weekly hours total is calculated incorrectly. The timesheet reads 36 hours but the actual hours on the timesheet add up to only 32 hours.
  8. No supervisor signature
- **Timesheet first date 9/12/08:**
  9. Missing member signature.
  10. Descriptions are questionable as to allowability (ex: reception, office work, filing)
- **Timesheet no date:**
  11. No dates are included on the timesheet (either in the description or in the signatures)
  12. Description is questionable for allowability "bake sale"
  13. Mistakes are crossed out and not initialed by the member nor supervisor.

**WHAT ARE SOME NEXT STEPS OR CORRECTIVE ACTION**

- Activities that seem questionable just from reading the brief description should include more information so that if questioned it clear whether the activity is allowable or not. It is also important that all hours also include a description.
- As a best practice, white-out and pencil should not be used on timesheets. Mistakes should be initialed by both the member and the supervisor.
- Timesheets should include dates of service and dates of signature.
- Members must sign timesheets, if they are not available a description should be provided to indicate why a signature was not possible to obtain.
- Supervisors must sign timesheets to certify the hours served. Without a supervisor certification the hours will become questioned.
- Prohibited activities should not be included on the timesheet
- Members should not include hours as service for holidays and time off.
- If activities cannot be verified as allowable, they will be deducted which may result in a member not earning a full education award.

**\$\$ TO WIN \$\$** - The team must guess at least 9 out of the 13 answers above showing what's wrong.