SERVE IDAHO
SITE VISIT TESTING
GRID

Member timesheets

Member	A	B	C	D	E	F	G	H

Test Legend:

A = Timesheets are signed by member on or after the last day hours are recorded
B = Timesheets signed by supervisor on or after member signature (date)
C = Timesheets signed by program director on or after the member and site supervisor
D = Timesheet has the appropriate approvals marked in My Service Log
E = Timesheet tracks 20% training and 10% fundraising and stays within %
F = Member on target to attain their intended number of service hours
G = Timesheets are current
H= Timesheets did not begin tracking hours before enrollment date in e-Grants

Tickmark Legend:

____ Met testing criteria
____ Timesheet not signed by member or signed before last day hours are recorded
____ Timesheet not signed by supervisor or signed before last day hours are recorded
____ Timesheet not signed by PD or signed before last day hours are recorded
____ Timesheet signed by supervisor or program director in incorrect order
____ Timesheet does not have the appropriate approvals marked in My Service Log
____ Member has exceeded the training and/or fundraising percentage
____ Member is not on target to attain their intended number of service hours
____ Timesheet is missing or incomplete
____ Timesheet begins logging hours before member's enrollment in e-grants

Sampling Plan:

The universe for this sample is all member timesheets for the_____AmeriCorps program.

There are_____members serving with this program who complete time sheets every two weeks. We are including all timesheets from the period_____.

Serve Idaho determines that a sample size of_____members for_____months will sufficiently determine if internal controls are adequately working.

We reviewed the member roster and selected every_____member for testing.

Updated 9/2016