

Instructions for completing your timesheet

Documenting hours:

In order to receive the Education Award, you must successfully complete 1,700 hours of service during your term of service, usually between September 1, 2009 and June 30, 2010. All hours must be documented the TEAMS Electronic Timekeeping System (accessible through www.teamsusf.org) and coded appropriately.

There are 3 categories: **(S) Service Hours (class time; includes prep time and any time working with students); (T) Training Hours (such as time spent in credential classes, education related conferences, teacher workshops, etc); and (P)=Pedagogical Seminars.** Service hours must make up 80% of your total hours or 1,360 hours. The other 20% of your time, or 340 hours will be from training hours, of which pedagogical seminars are a part. These hours should be recorded on your timesheets under the **P** column. **Pedagogical seminar hours are the only hours that can be recorded under the P column on your timesheet.**

Each week you are required to fill out and total the number of hours you serve. The TEAMS Electronic Timekeeping System will automatically keep a record of your hours after you enter them. You should be logging in an estimate of 175 hours per month. **Please remember to save your work with all the data you enter.**

After completing each timesheet you **are required** to print a copy, sign it, and obtain your Mentor's signature. You must submit the **original** signed timesheet to the San Francisco TEAMS Office **monthly** during the fellowship year. (Consult the **Required Forms Checklist** for due dates). **Please be advised that only the original signed timesheet will be accepted. We WILL NOT ACCEPT** faxed or photocopied timesheets. **Remember, without documentation of your service hours, you cannot receive your Education Award.**

EXAMPLE:

Nov 2009

Week 1 from Nov 1 to Nov 6	S	T	P	Daily Total
Monday				0
Tuesday	8	2		10
Wednesday	8			8
Thursday	8	1		9
Friday	8	1		9
Saturday			4.5	4.5
Sunday		2		2
Weekly Total	32	6	4.5	42.5

Rules to follow:

Attendance: Any sick days you take should be documented as a sick day. All holidays recognized by your school cannot be counted as service hours if you did not work. **Attendance at the TEAMS Orientation and all Pedagogical Seminars is mandatory with only ONE excused absence.** If you are unable to attend any mandatory event, you must get approval from your site director and agree upon a plan to make up those missed hours. Any week you are not at school the whole week will still need to be documented on your timesheet, such as winter and spring breaks.

Fundraising: You cannot claim time for any fundraising activities. Please exclude these hours from your timesheets.

Communication: You are responsible for communicating openly with your mentor/supervisor, site director, TEAMS Program staff and the host school. It is your responsibility to inform your site director if you will be away from the program for any period of time. **YOU MUST INFORM OUR OFFICE IF ANY OF YOUR CONTACT INFORMATION CHANGES (EMAIL, PHONE NUMBER, OR MAILING ADDRESS) WITHIN 30 DAYS FROM THE DATE OF THE CHANGE!**

The hours you document are the hours you serve as a TEAMS Fellow. For example, if you are at a conference, the only hours you document are the ones spent in workshops. With regards to travel, half the travel time can be included in your hours as long the travel time, each way, is more than 1 ½ hours.

If you have any questions regarding your timesheets on the TEAMS Electronic Timekeeping System, please do not hesitate to email teamstimesheets@gmail.com.