Accurate recording of hours served and leave taken by VISTA Members is a vital part of service. Please follow these instructions for completing the WSC VISTA Timesheet:

1. A timesheet must be completed for each month of service. Timesheets are due to the WSC within 5 business days after the end of the month.

2. Timesheets must be completed with the Microsoft Excel document. Both the member and the site supervisor must sign and date the timesheet in ink after the last day of the month. The timesheet is available on our website at: http://www.esd.wa.gov/washingtonservicecorps/partnersandmembers/vista-resources.php.

3. Round to the quarter hour (8.25, 8.50, 8.75).

4. Record actual hours served. Do not count time spent on meal breaks.

5. Record hours served in Service Hours rows (15 and 21), and leave under the appropriate rows (16 and 22 for Medical Leave, and 17 and 23 for Personal Leave).

6. Members are entitled to 10 days of Medical Leave and 10 days of Personal leave. Exhausting this leave will result in termination from the program. Leave will be tracked by hours and all 40 hours a week must be accounted for.

7. Compensatory time as a hour-for-hour exchange is not permitted. Should a member serve a full week and an additional day on a weekend, they may take the next business day off in lieu of their weekend day. Similarly, should a member serve more than their regularly scheduled time due to extenuating circumstances, they may take some time on the next business day if needed. Banking hours or serving less than 40 hours a week is not permitted.

8. If Emergency Leave or Extended Medical Leave is necessary, contact the WSC to request this. Leave is indicated by the code and then number of hours taken (EL 8) in the Additional Approve Leave rows (18 and 24). Because the code precedes the hours the totals for this will not be automatically formatted and must be calculated by the member.

9. Mail timesheets, with original signatures, to the VISTA Program Coordinator at: WSC, Employment Security Department, PO Box 9046, Olympia, WA 98507

10. White out or crossing out and rewriting time is not acceptable. Timesheets will be sent back if this happens.

11. If you need to make changes to the timesheet after you have sent it into the WSC, you will be required to submit a revised timesheet as soon as possible. Write “REVISED” on top of the timesheet.

12. Retain copies of all member timesheets in the member file at the site.

Please note that per the VISTA Member Handbook, members must serve full-time and “remain available for service, without regard to regular working hours, at all times during the member’s service, except for periods of approved leave.” Please contact the VISTA Program Coordinator with any questions.