Member Data Alignment Chart
AmeriCorps*Texas

	DATES			LIVING ALLOWANCE			HOURS
	START DATE	**SUSPENSION PERIOD(S)**	**EXIT DATE**	**ANNUAL LIVING ALLOWANCE AMOUNT**	**LIVING ALLOWANCE AMOUNT PER PAY PERIOD**	**LENGTH OF PAY PERIOD**	**HOURS OF SERVICE**
MEMBER SERVICE AGREEMENT (MSA)	Term of service beginning date. Date signed must be **on or before first day of term**		Term of service end date	Annual Living Allowance amount	Living Allowance amount per pay period	Length of pay period listed in MSA	Required total # of hours listed in MSA
MY AMERICORPS PORTAL	Effective enrollment date on enrollment form in My AmeriCorps Portal	Suspension period(s) entered in My AmeriCorps Portal	Effective exit date on exit form in My AmeriCorps Portal				Total # of hours of service reported on exit form in My AmeriCorps Portal, rounded *down* to the nearest whole number
ACTUAL SERVICE	Actual first day member performed service	Time during which member is not serving, nor accumulating hours	Actual last day member performed service				# of actual hours of service
ACTUAL PAYROLL AMOUNT		Actual payroll amount should be $0 for days in "suspended" status		Total Living Allowance paid for the year, assuming member served entire period stipulated in MSA	Actual amount of Living Allowance paid for a full pay period in 'active' status OR Actual amount of Living Allowance paid for a pay period in which the member was not in "active" status the entire time (should be prorated based on the percentage of the term the member was in "active" status)	Length of actual pay period	
PAPER OR ELECTRONIC TIMEKEEPING SYSTEM	First day that member hours are reported on timesheet	Period of time for which no hours are reported on timesheet	Last day that member hours are reported on timesheet				Total # of hours from all timesheets
APPROVED BUDGET				Total Living Allowance in approved budget			
MEMBER PAYROLL SCHEDULE	Beginning date of first payroll period on payroll schedule		Ending date of last payroll period on payroll schedule	Payroll schedule annual Living Allowance amount	Payroll schedule amount per full pay period	Length of pay period listed on payroll schedule	
SUBSIDIARY DOCUMENTS		Any other internal forms, letters, or documentation	Any other internal forms, letters, or documentation				