

## Timesheet Guidelines

*(for youth on Philadelphia Youth Network payroll)*

### General Timesheet Information

- Timesheets are provided to the employer when the young person is paid through the Philadelphia Youth Network (PYN).
- Timesheets must be either handwritten or typed and completed in blue or black ink.
- Timesheets submitted in red ink or pencil WILL NOT BE ACCEPTED as complete and therefore the timesheet will not be processed until corrected by the worksite.
- Timesheets are reviewed by the worksite supervisor and the WorkReady staff.
- PYN reserves the right to audit timesheets at any time during the course of the program.

### Lunch Policy

- Time taken for lunch should be included on timesheets but youth should **not** be paid for lunch breaks.
- The law requires that minors are allowed ½ hour lunch for every 4 hours worked.

### Guidelines for Completing the Timesheet

All of the following information must be completed on all timesheets:

- Participant's full name (Last name, First name e.g. Doe, Jane)
- Social Security Number
- Week beginning and ending dates
- Worksite name (written out completely)
- Time In
- Lunch In/Out (if applicable)
- Time Out
- Initials of supervisor
- Participant signature next to each day worked
- Total number of hours worked each day
- Participant's signature and date timesheet was signed
- Approved supervisor's signature & date timesheet was signed\*
- Cumulative total number of hours worked during the pay period

Note: Please draw a line through the days not worked

### Typical Challenges

- **Youth hand in timesheets that are incomplete.** Please make sure all information is complete (including date, signatures, etc.).
- **Youth forget timesheets at work.** **Original copies** of timesheets **MUST** be submitted. Please remind interns to take timesheets with them the last day of work each week. Faxed and scanned timesheets will not be accepted.

*\*Supervisors **SHOULD NOT** sign timesheets before the end of the scheduled workweek. Please let your young person know who should sign in your absence.*