

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.*



Sample Timesheet

Below is a sample timesheet that is properly completed. Please make sure to initial your intern's timesheet for days worked Monday-Thursday **AFTER** the total hours for the day have been recorded, and sign at the bottom. A WorkReady staff person will fill in the Friday hours and total the time worked for the week.

Contractor Code: _____
 Worksite Code: _____

BI-WEEKLY TIMESHEET <input type="checkbox"/> Year-Round <input checked="" type="checkbox"/> Summer <input type="checkbox"/> E3				WORKREADY PHILADELPHIA		WEEK BEGINNING: 7 / 13 / 09 WEEK ENDING: 7 / 26 / 09	
NAME (Please Print) Smith, Jane				Social Security Number Last four digits only <u>6789</u>		WORKSITE NAME Scott Packaging	
TO BE COMPLETED BY EMPLOYEE							To be completed by supervisor
Day	In	Lunch		Out	Initials of Supervisor	Employee Signature	Total Hours
		Out	In				
Monday	9:00 AM			1:00 PM	ML	Jane Smith	4
Tuesday	9:00 AM	12:00 PM	12:30 PM	1:30 PM	ML	Jane Smith	4
Wednesday	9:00 AM			1:00 PM	ML	Jane Smith	4
Thursday	9:00 AM	12:00 PM	12:30 PM	1:30 PM	ML	Jane Smith	4
Friday	12:30 PM			4:30 PM	PG	Jane Smith	4
Saturday							
Sunday							
Monday	9:00 AM			1:00 PM	ML	Jane Smith	4
Tuesday	9:00 AM	12:00 PM	12:30 PM	1:30 PM	ML	Jane Smith	4
Wednesday	9:00 AM			1:00 PM	ML	Jane Smith	4
Thursday	9:00 AM	12:00 PM	12:30 PM	1:30 PM	ML	Jane Smith	4
Friday	12:30 PM			4:30 PM	PG	Jane Smith	4
Saturday							
Sunday							
Employee Signature <i>Jane Smith</i>				Date <i>7/24/2009</i>		Total Hours to be Paid	40
Approved Supervisor's Signature <i>Mike Lewis</i>				Date <i>7/23/2009</i>			
White (PYN Copy)		Yellow (Contractor Copy)		Pink (Worksite Copy)		Goldenrod (Employee Copy)	



WorkReady Philadelphia Payroll Debit Card

As technology continues to become a greater part of our everyday lives, we feel that it is our responsibility to keep our young people informed and up-to-date. It is our belief that first-hand exposure to such cutting age technology will help to better prepare young people to enter the workforce and successfully transition into adulthood. To that end, we are pleased to introduce a payroll debit card electronic payment for youth wages.

Below, you will find answers to some questions your intern may have:

Q: Am I getting a debit card instead of a paycheck?

A: Yes. Each WorkReady participant will receive a WorkReady Philadelphia Payroll Debit Card personalized with his/her name and the WorkReady and VISA logos that will be distributed at the seminar.

Q: Will you let me know where I can use the card?

A: Yes, you will be provided with an explanation of the kind of places where the debit card can be used.

Q: How is money transferred onto the card?

A: You will submit your timesheet every other Friday, and any money earned during the pay period will be electronically transferred onto the payroll debit card.

Q: On what days will money be transferred onto my Payroll Debit Card?

<i>A: Timesheet turned in:</i>	<i>For pay period:</i>	<i>Money transferred onto card:</i>
Friday, July 10, 2009	July 6 – July 12	Friday, July 17, 2009
Friday, July 24, 2009	July 13 – July 26	Friday, July 31, 2009
Friday, August 7, 2009	July 27 – August 9	Friday, August 14, 2009
Friday, August 14, 2009	August 10 – August 16	Friday, August 28, 2009

Prior to receiving the WorkReady Philadelphia Payroll Debit Card, your young person will complete an online training at www.workreadyphila.com/debitcard with detailed instructions on the following:

- How the debit card works, including how to activate his/her card, receive his/her PIN, check balances and transactions, etc.
- Any fees associated with using the debit card;
- Whom does he/she call with questions or problems with his/her pay or the debit card;
- What happens if the card is lost or stolen.

Additionally, your young person will participate in financial literacy training at the pre-employment training conference.



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CONTRACTOR CODE - WORKSITE CODE

1 2 3 - 4 5 6

WEEKLY TIME SHEET		WorkReady Philadelphia			WEEK BEGINNING: 7 / 6 / 2009		
NAME (Please Print) Doe, Jane		Social Security 123 -- 45 -- 6789			WEEK ENDING: 7 / 12 / 2009		
							WORKSITE NAME Scott Packaging
TO BE COMPLETED BY EMPLOYEE							To be completed by Supervisor
Day	In	Lunch		Out	Initials of Supervisor	Employee Signature	Total Hours
		Out	In				
Monday	9:00 AM			1:00 PM	<i>JS</i>	<i>Jane Doe</i>	4
Tuesday	9:00 AM	12:00 PM	12:30 PM	3:00 PM	<i>JS</i>	<i>Jane Doe</i>	5.5
Wednesday				1:00 PM	<i>JS</i>	<i>Jane Doe</i>	4
Thursday	9:00 AM	12:00 PM	12:30 PM	3:00 PM	<i>JS</i>	<i>Jane Doe</i>	5.5
Friday	12:30 PM			4:30 PM	<i>PG</i>	<i>Jane Doe</i>	4
Saturday							
Sunday							
Employee Signature <i>Jane Doe</i>				Date <i>7/10/2009</i>		Total Hours to Be Paid Weekly	23
Approved Supervisor's Signature <i>John Smith</i>				Date <i>7/19/2009</i>			
White (PYN)		Yellow (Contractor Copy)		Pink (Worksite Copy)		Goldenrod (Employee)	



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A:

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Friday, July 17, 2009	July 13 - July 19	Friday, July 31, 2009
Friday, July 24, 2009	July 20 - July 26	
Friday, July 31, 2009	July 27 - August 2	Friday, August 14, 2009
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