



## Timesheet Guidelines for Youth on Philadelphia Youth Network Payroll

### General Timesheet Information

- Timesheets are provided to the youth when they are 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

- Lunches taken should be included on timesheets but **youth are not be paid for lunch breaks**.
- The law requires that minors be given a ½ hour break for every 5 consecutive hours worked. Please make sure to document these breaks on the timesheet when appropriate.

### 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)
- Date of Birth (including year)
- Pay period begin and end date
- Worksite name (written out completely)
- Time in
- Lunch in/out (if applicable)
- Time out
- Daily initials of supervisor
- Participant signature and date
- Total number of hours worked each day
- Participant's signature and date timesheet was signed
- Approved supervisor's signature and date timesheet was signed\*
- Cumulative total number of hours worked during the pay period
- Please draw a line through the days not worked
- Professional development Instructors will initial Friday section of timesheet

### 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 handed in. Please remind youth to take timesheets with them the last day of work each week. Faxed and scanned timesheets may not be accepted.

*\*Supervisors **SHOULD NOT** sign timesheets before the end of the scheduled work week. Please let your youth know who should sign in your absence.*