



Timesheet Instructions for Worksite Supervisors

Below is an example of a properly completed timesheet. When managing the timesheet process, please be sure that:

- The WorkReady participant signs his or her name next to the days worked at worksite.*
- The WorkReady participant indicates time taken for lunch on the timesheet, if he or she takes a lunch break. Please note that youth are not paid for lunch.
- Initial next to the days that the WorkReady participant has worked at your worksite* **AFTER** the total hours for the day have been recorded by the participant. Make sure that the hours are accurate **BEFORE** you initial.
- Sign and date the timesheet at the bottom in the section labeled “Approved Supervisor’s Signature” on the WorkReady participant’s last work day at your worksite.*
 - If the participant attends a professional development seminar or other workshop with their WorkReady Program Contact organization,* WorkReady Program Contact staff person will enter and initial the hours on that day and sign in the “Program Contact Staff Member’s Signature” section.
 - Whoever is the supervisor on Friday (you or the Program Contact staff, if there is a seminar or workshop on Fridays) will total the time worked for the week.

* On the sample timesheet below, the WorkReady participant works Monday – Thursday at the worksite; Thursday is their last day at the worksite for the week, so the Approved Supervisor has signed the timesheet on that day. The young person attends a professional development seminar on Fridays. Please note that this is a sample schedule and may not be the schedule followed by all programs.





Contract Code: XYZH

Worksite Name: Philadelphia Youth Network

Youth Timesheet

Name: Jane Smith Pay Period Begin Date: 7/15/13
 DOB: 5/14/1996 Pay Period End Date: 7/28/13

- Instructions:**
1. Complete the information at the top of the sheet. If you do not know what to write, ask your supervisor.
 2. After each day that you work, enter the Date, Time In, and Time Out. When recording your times, round to the nearest quarter hour
 - For example: if you started work at 9:27 am, you should enter 9:30 am; if you ended work at 5:07 pm, you should enter 5:00 pm
 3. Once you are certain that everything is correct for that day, write your initials in the Employee Initials box.
 4. Hand the timesheet to your supervisor, so that she/he may verify all of the information and place her/his initials the Supervisor Initials box.
 5. Add up the hours for that day in the Total Time box.
 6. Once you have completed the timesheet for the two-week pay period, calculate the total hours that you worked. You and your supervisor must sign the form to confirm that everything is correct.
 7. Keep the Pink copy for your records. The Yellow and White copy should be turned in to a member of your program's staff.

| Day | Date | Time In | Time Out | Lunch (if applicable) | Employee Initials | Supervisor Initials | Total Time (time worked minus lunch) |
|-----------|------|---------|----------|--|-------------------|---------------------|--------------------------------------|
| Monday | 7/15 | 9:00am | 1:00pm | <input type="checkbox"/> 30 min <input type="checkbox"/> 45 min <input type="checkbox"/> 60 min | JS | MD | 4 |
| Tuesday | 7/16 | 9:00am | 1:30pm | <input checked="" type="checkbox"/> 30 min <input type="checkbox"/> 45 min <input type="checkbox"/> 60 min | JS | MD | 4 |
| Wednesday | 7/17 | 9:00am | 1:00pm | <input type="checkbox"/> 30 min <input type="checkbox"/> 45 min <input type="checkbox"/> 60 min | JS | MD | 4 |
| Thursday | 7/18 | 9:00am | 1:00pm | <input type="checkbox"/> 30 min <input type="checkbox"/> 45 min <input type="checkbox"/> 60 min | JS | MD | 4 |
| Friday | 7/19 | 12:30pm | 4:30pm | <input type="checkbox"/> 30 min <input type="checkbox"/> 45 min <input type="checkbox"/> 60 min | JS | LF | 4 |
| Saturday | | | | <input type="checkbox"/> 30 min <input type="checkbox"/> 45 min <input type="checkbox"/> 60 min | | | |
| Sunday | | | | <input type="checkbox"/> 30 min <input type="checkbox"/> 45 min <input type="checkbox"/> 60 min | | | |
| Monday | 7/22 | 9:00am | 1:00pm | <input type="checkbox"/> 30 min <input type="checkbox"/> 45 min <input type="checkbox"/> 60 min | JS | MD | 4 |
| Tuesday | 7/23 | 9:00am | 2:00pm | <input type="checkbox"/> 30 min <input type="checkbox"/> 45 min <input checked="" type="checkbox"/> 60 min | JS | MD | 4 |
| Wednesday | 7/24 | 9:00am | 1:00pm | <input type="checkbox"/> 30 min <input type="checkbox"/> 45 min <input type="checkbox"/> 60 min | JS | MD | 4 |
| Thursday | 7/25 | 9:00am | 1:00pm | <input type="checkbox"/> 30 min <input type="checkbox"/> 45 min <input type="checkbox"/> 60 min | JS | MD | 4 |
| Friday | 7/26 | 12:30pm | 4:30pm | <input type="checkbox"/> 30 min <input type="checkbox"/> 45 min <input type="checkbox"/> 60 min | JS | LF | 4 |
| Saturday | | | | <input type="checkbox"/> 30 min <input type="checkbox"/> 45 min <input type="checkbox"/> 60 min | | | |
| Sunday | | | | <input type="checkbox"/> 30 min <input type="checkbox"/> 45 min <input type="checkbox"/> 60 min | | | |

| | | | | | |
|-----------------------|-------------------|-------|-------------|-------------------------|-----------|
| Employee Signature: | <u>Jane Smith</u> | Date: | <u>7/26</u> | Total Hours to be Paid: | <u>40</u> |
| Supervisor Signature: | <u>Mike Dale</u> | Date: | <u>7/25</u> | | |

White: PYN Copy

Yellow: Provider Copy

Pink: Youth Copy