

PAY PERIOD:

WORKSITE:

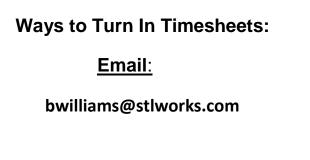
YOUTH TIMESHEET

PARTICIPANT NAME:

WEEK DAY	DATE	TIME IN	TIME OUT	LUNCH TIME (UNPAID) → (Deduct from Total Hours)	TOTAL HOURS
Example	05/31/2021	10am	4pm	12:30pm-1pm	5.5 hrs.
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
WEEK TOTAL					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
WEEK TOTAL					
GRAND TOTAL					
icated on the timesh		e timesheet may resu		the participant worked the ho t not getting paid. As a remina	
RTICIPANT NAME:		SIGNATUR	E:	Date	::
ORKSITE SUPERVISOR P	RINT	SIGNATU	₹.	Dat	٥.



PAYROLL DATES Spring 2022					
PAY PERIOD	TIMESHEETS DUE	PAY DAY			
Sunday, January 2 <sup>nd</sup> - Saturday, January 15 <sup>th</sup>	Friday, January 14 <sup>th</sup>	Friday, January 21 <sup>st</sup>			
Sunday, January 16 <sup>th</sup> - Saturday, January 29 <sup>th</sup>	Friday, January 28 <sup>th</sup>	Friday, February 4 <sup>th</sup>			
Sunday, January 30 <sup>th</sup> - Saturday, February 12 <sup>th</sup>	Friday, February 11 <sup>th</sup>	Friday, February 18 <sup>th</sup>			
Sunday, February 13 <sup>th</sup> - Saturday, February 26 <sup>th</sup>	Friday, February 25 <sup>th</sup>	Friday, March 4 <sup>th</sup>			
Sunday, February 27 <sup>th</sup> - Saturday, March 12 <sup>th</sup>	Friday, March 11 <sup>th</sup>	Friday, March 18 <sup>th</sup>			
Sunday, March 13 <sup>th</sup> - Saturday, March 26 <sup>th</sup>	Friday, March 25 <sup>th</sup>	Friday, April 1 <sup>st</sup>			
Sunday, March 27 <sup>th</sup> - Saturday, April 9 <sup>th</sup>	Friday, April 8 <sup>th</sup>	Friday, April 15 <sup>th</sup>			
Sunday, April 10 <sup>th</sup> - Saturday, April 23 <sup>rd</sup>	Friday, April 22 <sup>nd</sup>	Friday, April 29 <sup>th</sup>			
Sunday, April 24 <sup>th</sup> - Saturday, May 7 <sup>th</sup>	Friday, May 6 <sup>th</sup>	Friday, May 13 <sup>th</sup>			
Sunday, May 8 <sup>th</sup> - Saturday, May 21 <sup>st</sup>	Friday, May 20 <sup>th</sup>	Friday, May 27 <sup>th</sup>			
Sunday, May 22 <sup>nd</sup> - Saturday, June 4 <sup>th</sup>	Friday, June 3 <sup>rd</sup>	Friday, June 10 <sup>th</sup>			
Sunday, June 5 <sup>th</sup> - Saturday, June 18 <sup>th</sup>	Friday, June 17 <sup>th</sup>	Friday, June 24 <sup>th</sup>			



## Please <u>Email Timesheets NO Later than Friday at</u> 10am

Although timesheets are due the day before the pay period ends, youth can still work the last Saturday of each pay period.

Please anticipate Saturday hours and include them on the timesheet that is turned in on Friday.

If for some reason a youth does not work those Saturday hours, please contact the Job Coach as soon as possible so the times can be adjusted.

## Don't Forget!

If youth work over 6 hours, make sure there is a 30 minute  $\underline{\text{UNPAID}}$  break documented on the timesheet.

Make sure you fill in all of the totals.

Both the SUPERVISOR AND YOUTH have to sign the timesheet.