



YOUTH TIMESHEET

PAY PERIOD: _____

WORKSITE: _____

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					

Signature by participant AND worksite supervisor is required. Signature verifies that the participant worked the hours indicated on the timesheet. Failure to sign the timesheet may result in the participant not getting paid. As a reminder, youth cannot work over 25 hours per week!!!

**Youth cannot
exceed 25hrs per
week!**

PARTICIPANT NAME: _____ SIGNATURE: _____ Date: _____

WORKSITE SUPERVISOR PRINT: _____ SIGNATURE: _____ Date: _____

PAYROLL DATES Spring 2022

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

Ways to Turn In Timesheets:

Email:

bwilliams@stlworks.com

Please Email Timesheets NO Later than Friday at 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 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.