

Instructions for Completing Participant Timesheets

When completing timesheets, please remember the following information:

1. **Pay periods run for two weeks.** Please keep the timesheets in a safe place known to you and the supervisor at the worksite. See payroll schedule for direct deposit dates.
2. **Participants must list** the date they work, the time they began, the time they took off for lunch, the time they ended for the day and the total number of hours worked each day in each block (subtracting time not worked).
3. **If the participant is sick or absent,** please write "Off" in the box and list "0" in the Hours Worked blank.
4. **List all times on the quarter, half hour or whole hour.** If a participant shows up for work at 7:58 a.m., list 8:00 a.m. on the timesheet. If the participant ends their day at 4:33 p.m., list 4:30 p.m. on the timesheet. Round all time to the nearest quarter, half hour or whole hour. All time worked must be verified by the worksite supervisor.
5. **Participants are not paid for lunch or any time not worked.** All participants must take an unpaid lunch period at some point in the day, to be determined by participant and the worksite supervisor. This should follow applicable wage and hour laws. Subtract the time taken for lunch from the "Total Hours Worked." (This includes participants who may be eating lunch while supervising children at their worksite. These participants should still receive at least a thirty (30) minute break away from watching the children.)
6. **Participants are also allowed two 15-minute breaks,** one taken in the morning and one taken in the afternoon. Participants are paid for these breaks and cannot "save" breaks or not take a lunch break to end their workday early.
7. **If a mistake is made on the timesheet, do not use correction tape or fluid.** Mark a line through the mistake and have the participant and worksite supervisor initial. Timesheets with "white-out" will not be accepted.
8. **ALL signatures on the timesheet must be in ink, preferably blue ink.** On the last day of the pay period, both the participant and worksite supervisor should sign the timesheet to verify the hours reported are the actual hours worked. Any changes made on the timesheets should be done by the participant and worksite supervisor together, marking any changes with a single line and both initialing any corrections. Any discrepancies will be questioned by the Program Staff, and could delay processing of payroll.
9. **If you plan to be off the last day of the pay period,** make sure the timesheets are completed, signed and ready to be picked up by the staff. If timesheets are received late, there is no guarantee they will be processed in time for the pay date. Delays could mean the participant will have to wait until the following pay period. Please make every effort to complete them accurately, get all signatures, and turn them in on time.