



Collegiate School of Medicine & Bioscience



PAY PERIOD: \_\_\_\_\_

PARTICIPANT NAME: \_\_\_\_\_

WORKSITE: \_\_\_\_\_

JOB COACH: \_\_\_\_\_

**Spring Learn & Earn 2023 Timesheet: Please Email Timesheets to Josh.Henning@slps.org no later than 10pm the Thursday b/f each due date!**

WEEKDAY	DATE	TIME IN	TIME OUT	BREAK (UNPAID) <i>Deduct from Total Hours</i>	TOTAL HOURS
<i>Example</i>	<b>05/30/2022</b>	<i>10am</i>	<i>4pm</i>	<i>12:30pm-1pm</i>	<i>5.5 hrs.</i>
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
<b>WEEK TOTAL</b>					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
<b>WEEK TOTAL</b>					
<b>GRAND TOTAL</b>					

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

PARTICIPANT NAME(PRINT): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

WORKSITE SUPERVISOR NAME(PRINT): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**PAYROLL DATES SPRING 2023**

Pay Period	Timesheets Due	Pay Day
Sunday, January 15 <sup>th</sup> - Saturday, January 28 <sup>th</sup>	Friday, January 27 <sup>th</sup>	Friday, February 3 <sup>rd</sup>
Sunday, January 29 <sup>th</sup> - Saturday, February 11 <sup>th</sup>	Friday, February 10 <sup>th</sup>	Friday, February 17 <sup>th</sup>
Sunday, February 12 <sup>th</sup> - Saturday, February 25 <sup>th</sup>	Friday, February 24 <sup>th</sup>	Friday, March 3 <sup>rd</sup>
Sunday, February 26 <sup>th</sup> - Saturday, March 11 <sup>th</sup>	Friday, March 10 <sup>th</sup>	Friday, March 17 <sup>th</sup>
Sunday, March 12 <sup>th</sup> - Saturday, March 25 <sup>th</sup>	Friday, March 24 <sup>th</sup>	Friday, March 31 <sup>st</sup>
Sunday, March 26 <sup>th</sup> - Saturday, April 8 <sup>th</sup>	Friday, April 7 <sup>th</sup>	Friday, April 14 <sup>th</sup>
Sunday, April 9 <sup>th</sup> - Saturday, April 22 <sup>nd</sup>	Friday, April 21 <sup>st</sup>	Friday, April 28 <sup>th</sup>
Sunday, April 23 <sup>rd</sup> - Saturday, May 6 <sup>th</sup>	Friday, May 5 <sup>th</sup>	Friday, May 12 <sup>th</sup>
Sunday, May 7 <sup>th</sup> - Saturday, May 20 <sup>th</sup>	Friday, May 19 <sup>th</sup>	Friday, May 26 <sup>th</sup>
Sunday, May 21 <sup>st</sup> - Saturday, June 3 <sup>rd</sup>	Friday, June 2 <sup>nd</sup>	Friday, June 9 <sup>th</sup>

**Don't forget!**

` Youth hours submitted on timesheets should be recorded in increments of 15 minutes. Please do not have youth start their shift until they reach a 15-minute increment. For example, if the youth arrive at 9:10, they should not start work until 9:15, and 9:15 should be recorded on their timesheet.

` If a youth works over 6 hours, make sure there is a 30-minute break documented on their timesheet.

` Make sure you fill in all the totals.

~ Both the supervisor and the youth Have to sign the timesheet.