



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>		

Record in quarter-hour (0.25) increments