



# YouthWorks

Explore. Learn. Earn.

## 2026 SUMMER JOBS PAY SCHEDULE

The following is the pay schedule for 2026 YouthWorkers.

YouthWorks summer jobs will start on June 29th and end on July 31st.

Youth will be paid **\$15 per hour** and can work up to **25 hours per week** with the exception of the week of June 29, during this week youth can work up to **20 hours**.



**PAY RATE**  
**\$15.00**  
per hour



**MAX HOURS**  
**25**  
per week



**WEEK ONE MAX**  
**20**  
hours



**PROGRAM DATES**  
June 29 –  
July 31, 2026

### PAY PERIOD 1



**WORK DATES**  
June 29, 2026  
through  
July 03, 2026



**TIMESHEETS DUE**  
Thursday, July 3, 2026  
All time must be entered  
by Close of Business



**PAYDAY**  
Friday, July 17, 2026  
(4 days – Holiday observed  
on Friday, July 3rd)



Week One includes  
the July 3 holiday schedule.

### PAY PERIOD 2



**WORK DATES**  
July 04, 2026  
through  
July 17, 2026



**TIMESHEETS DUE**  
Friday, July 17, 2026



**PAYDAY**  
Friday, July 31, 2026  
(10 days)

### PAY PERIOD 3



**WORK DATES**  
July 18, 2026  
through  
July 31, 2026



**TIMESHEETS DUE**  
Friday, July 31, 2026



**PAYDAY**  
Friday, August 14, 2026  
(10 days)



### IMPORTANT REMINDERS

- ✓ For the first week please input youth's hours daily so we can track youth that are a no show.
- ✓ Youth are paid based on the hours input by their assigned worksite supervisor.
  - ▶ If worksite supervisor does not enter time and submit it by the time sheet deadline youth will not be paid and/or will experience delay in their receiving their pay.
- ✓ Enter youth's time by the end of each week and submit at the end of the pay period.
- ✓ Youth will only be paid by YouthWorks for time worked at their assigned worksite.
- ✓ Youth should not be paid for absences, approved or otherwise.
- ✓ Youth workers maximum number of hours per week is 25 hours (except week one, the max number of hours is 20).



### HELP US PAY YOUTH ON TIME!

Accurate and timely time entry helps ensure every YouthWorks participant receives their paycheck as scheduled.





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# TIMESHEET MANUAL



**2026**

## TIMESHEET ROLES/RESPONSIBILITIES

ROLE	RESPONSIBILITY
<b>TIMESHEET SUPERVISORS</b>	<b>Worksite Supervisors</b> open timesheets for the youth assigned to them. They will enter the time on behalf of youth and submit their timesheets for approval
<b>TIMESHEET REVIEWERS</b>	<b>Youth</b> are strongly encouraged to view their own timesheets filled by their supervisors. They can reject/accept it back to their worksite supervisor, based on the changes needed for the hours entered along with the comments which helps to reduce inaccuracies with pay
<b>TIMESHEET APPROVERS</b>	<b>YouthWorks Staff</b> review and verify timesheets submitted by Worksite Supervisors. They can approve/reject timesheets back to the supervisor if changes need to be made along with comments.

## TIMESHEET PROCESS FLOW

- Worksite Supervisors open a timesheet and enter hours on youth's behalf.
- Worksite supervisors submit the timesheet to youth, youth receive a notification to review their timesheet.
- Youth reviews and accepts/rejects the hours entered, they submit it back to Worksite Supervisor.
  - Youth typically skip this step and email the helpdesk back to say their hours are correct/incorrect.
  - If youth says hours are incorrect, confirm hours with worksite supervisor.
- Worksite Supervisor submits time to Unit Supervisor
  - Any necessary changes have to be made before time sheet is submitted to Unit Supervisor
- Unit Supervisor reviews and approves time sheet
- Timesheet status should be "Ready for Payroll".

**\*Worksite Supervisors can edit/change timesheets until it's submitted to Unit Supervisors. Once submitted worksite supervisors can only view the timesheets.**

For the Worksite Supervisors to be able to initiate a youth timesheet, Youth must:

- be deemed complete for current year
- be assigned to that worksite

## HOW TO ADD SUPERVISORS TO WORKSITE APPLICATION

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1. Login to YouthWorks account
2. Select “worksite registration”
3. Select “Supervisor” tab
4. Select “Manage Supervisor”
5. Select “Add Supervisor”
6. Select worksite name
7. Enter supervisor’s information
8. Select “Save”

## HOW TO ASSIGN YOUTH TIMESHEET TO A WORKSITE SUPERVISOR

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1. Login to YouthWorks account
  2. Select “worksite registration”
  3. Select “Supervisor” tab
  4. Select “Assign Supervisor”
  5. Select all youth to be assigned to supervisor
  6. Select “Assign Supervisor”
  7. Select supervisor
  8. Select “Save”
- Important to know that ONLY youth that have been assigned to a worksite will have a timesheet in the YouthWorks System.
  - Timesheets allow Worksite Supervisors to enter hours that youth worked in their supervised position.

**NOTE: Youth can be assigned to specific Worksite Supervisors if they have multiple supervisors at their worksite location.**



# YOUTHWORKS – 2026 SUMMER JOBS PAY SCHEDULE

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The following is the schedule for the YouthWorks 2026 participants. The Summer Jobs Program starts on June 29<sup>th</sup> and ends on July 31<sup>st</sup>. The program will run for 5 weeks. This is for the majority of the participants.

**Pay Cycle for participants begin – Saturday**

**Pay Cycle for participants end – Friday**

**Off Cycle Request Day: Thursday**



**Period 1 – June 20, 2026 through July 03, 2026 (start date June 29, 2026)**

Time entered by worksite supervisor: July 3, 2026

Time Due: July 3, 2026 (Close of Business)

Payday: July 17, 2026 (4 days - Holiday observed on Friday July 3rd)

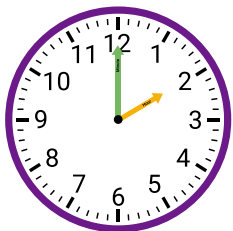


**Period 2 – July 04, 2026 through July 17, 2026**

Time entered by worksite supervisor: July 17, 2026

Time due: July 17, 2026 (Close of Business)

Payday: July 31, 2026 (10 days)



**Period 3 – July 18, 2026 through July 31, 2026**

Time entered by worksite supervisor: July 31, 2026

Time due: July 31, 2026 (Close of Business)

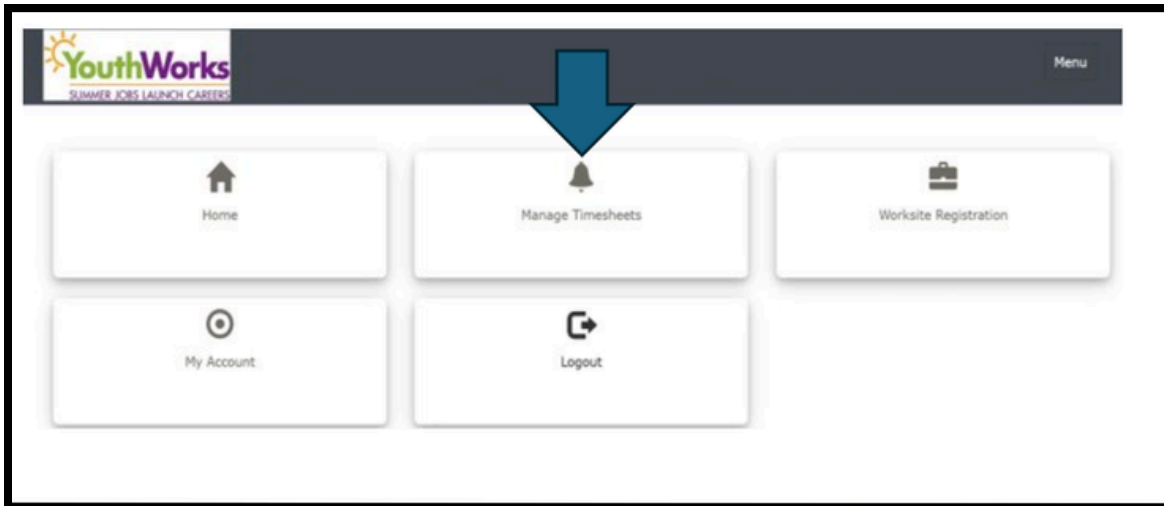
Payday: August 14, 2026 (10 days)

**\*Rate of pay for all periods is \$15.00/hour**

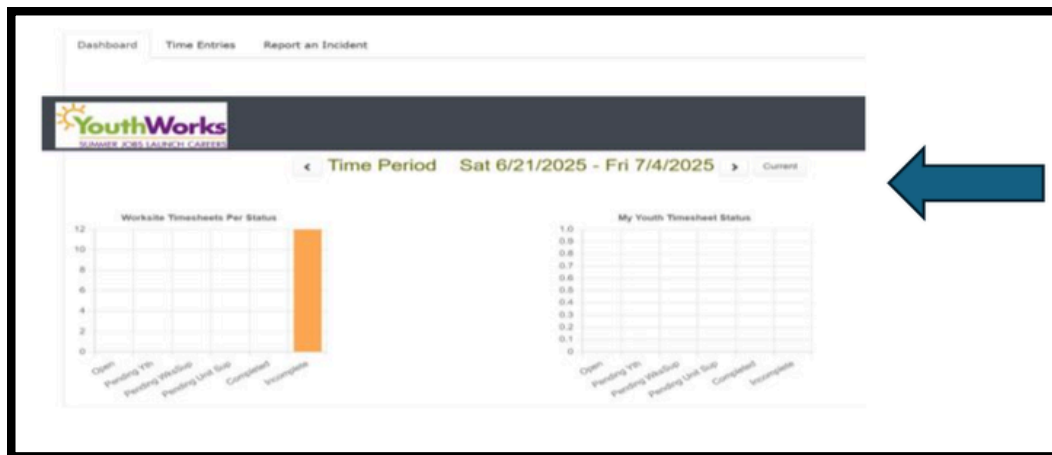
**\*\*Bi-weekly maximum hours 50 (5 hours/day)**

# HOW TO SUBMIT TIMESHEETS

1. Login to Worksite Profile using your email address and password
2. Select Manage Timesheets



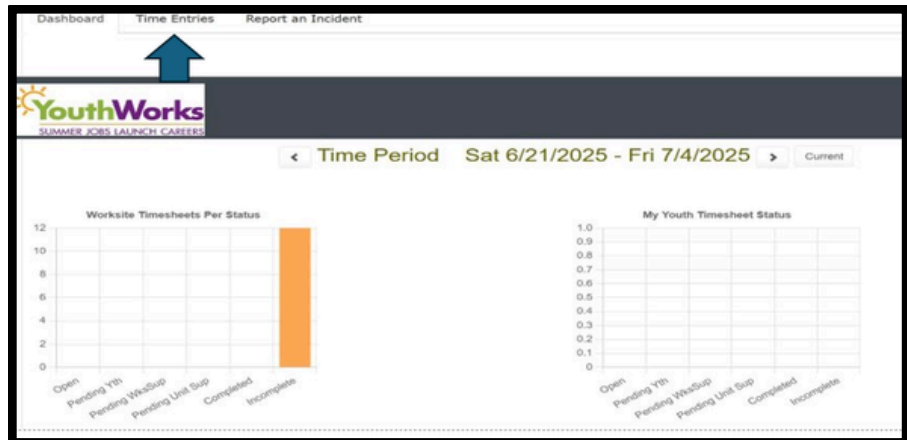
3. Timesheet Status Overview Page will appear



- Ensure that the dates are for the current pay period
- Pay Period all begin on Saturdays and end on Fridays

# HOW TO SUBMIT TIMESHEETS

4. Select "Time Entries"



- Select the youth you want to enter time for

Time Period	First	Last	Position	Status	Reg Year	TotalHours
7/05/2025-07/18/2025	Malachi	Mcbride	Summer School Student	Open	2025	0
7/05/2025-07/18/2025	Destiny	Brachew	Summer School Student		2025	
7/05/2025-07/18/2025	Kingston	Thomas Harris	Summer School Student		2025	

- Select "open" to start a timesheet

**Malachi Mcbride**

**Most Recent Job Assignment Details (2025)**

<b>Participant Name</b>	Malachi Mcbride	<b>Organization</b>	BCPSS-Virtual Summer School
<b>RegID</b>	174646	<b>Worksite</b>	BCPSS Virtual Summer School
<b>DOB</b>	11/04/2006	<b>Position Title</b>	Summer School Student
<b>Hourly Pay Rate</b>	\$ 15.00	<b>Supervisor</b>	Not Assigned
<b>Dept</b>	W02	<b>Location</b>	111

**Open**

**Submit**

# HOW TO SUBMIT TIMESHEETS

- You will see now that the Timesheet is "Open"
- All timesheets include 2 weeks
- Select "Edit" next to the day you want and enter time for youth

Date	Assigned Position	Time In	Time Out	Attendance	Hours
Sat 07/05	 Summer School Student				0.00
				SubTotal:	0.00
Sun 07/06	 Summer School Student				0.00
				SubTotal:	0.00
Mon 07/07	 Summer School Student				0.00
				SubTotal:	0.00
Tue 07/08	 Summer School Student				0.00
				SubTotal:	0.00
Wed 07/09	 Summer School Student				0.00

- Select "Time In" dropdown to enter time youth signed in
- Select "Time Out" dropdown to enter time youth signed out
- Once that time is entered click save and move on to the next date

**Time In:** Hr:  Min:  am

**Time Out:** Hr:  Min:  am

**Attendance:**

# HOW TO SUBMIT TIMESHEETS

- Once all time has been entered you then want to submit

**Most Recent Job Assignment Details (2025)**

<b>Participant Name</b>	Malachi McBride	<b>Organization</b>	BCPSS-Virtual Summer School
<b>RegID</b>	174646	<b>Worksite</b>	BCPSS Virtual Summer School
<b>DOB</b>	11/04/2006	<b>Position Title</b>	Summer School Student
<b>Hourly Pay Rate</b>	\$ 15.00	<b>Supervisor</b>	Not Assigned
<b>Dept</b>	W02	<b>Location</b>	111

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Open



- Once you hit submit a dialogue box will appear (Submit Timesheet) for you to enter any comments that you would like to share with your unit team
- If you do not have any comments to add, click "Yes"

**Most Recent Job Assignment Details (2025)**

<b>Participant Name</b>	Malachi McBride	<b>Organization</b>	BCPSS-Virtual Summer School
<b>RegID</b>	174646	<b>Worksite</b>	BCPSS Virtual Summer School
<b>DOB</b>	11/04/2006	<b>Position Title</b>	Summer School Student
<b>Hourly Pay Rate</b>	\$ 15.00	<b>Supervisor</b>	Not Assigned
<b>Dept</b>	W02	<b>Location</b>	111

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Pending Youth Review

< Reject
Accept >


# HOW TO SUBMIT TIMESHEETS

- Once you click "Yes" the next screen will read "Pending Youth Review"
- The timesheet has now gone to the youth for the to approve their time.
- You can bypass this step (if you wish) and send it directly to your Unit Supervisor by clicking "Accept"

**Most Recent Job Assignment Details (2025)**

<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;"><b>Participant Name</b></td><td>Malachi McBride</td></tr> <tr><td><b>RegID</b></td><td>174646</td></tr> <tr><td><b>DOB</b></td><td>11/04/2006</td></tr> <tr><td><b>Hourly Pay Rate</b></td><td>\$ 15.00</td></tr> <tr><td><b>Dept</b></td><td>W02</td></tr> </table>	<b>Participant Name</b>	Malachi McBride	<b>RegID</b>	174646	<b>DOB</b>	11/04/2006	<b>Hourly Pay Rate</b>	\$ 15.00	<b>Dept</b>	W02	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;"><b>Organization</b></td><td>BCPSS-Virtual Summer School</td></tr> <tr><td><b>Worksite</b></td><td>BCPSS Virtual Summer School</td></tr> <tr><td><b>Position Title</b></td><td>Summer School Student</td></tr> <tr><td><b>Supervisor</b></td><td>Not Assigned</td></tr> <tr><td><b>Location</b></td><td>111</td></tr> </table>	<b>Organization</b>	BCPSS-Virtual Summer School	<b>Worksite</b>	BCPSS Virtual Summer School	<b>Position Title</b>	Summer School Student	<b>Supervisor</b>	Not Assigned	<b>Location</b>	111
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**Pending Youth Review**

< Reject
Accept >
←

- Your screen now should read "Pending Supervisor Approval"
- Now all you must do is click "Submit" to send timesheet to your Unit Supervisor

**Most Recent Job Assignment Details (2025)**

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**Pending Supervisor Approval**

< Reject
Submit >
←

# HOW TO SUBMIT TIMESHEETS

- Once you hit "Accept" another dialogue box will appear (Submit Timesheet) for you to enter any comments that you would like to share with your Unit Supervisor



**Submit Timesheet** [X]

Comment:

Do you want to submit this timesheet for  
Time Period Sat 7/5/2025 - Fri 7/18/2025

- Now that you have clicked "submit"
- Your screen would now reflect "Pending Unit Supervisor Review"
- You have successfully submitted your youth's timesheet.
- Then you repeat the previous steps for each youth assigned to your worksite.

### Most Recent Job Assignment Details (2025)

<b>Participant Name</b>	Malachi McBride	<b>Organization</b>	BCPSS-Virtual Summer School
<b>RegID</b>	174646	<b>Worksite</b>	BCPSS Virtual Summer School
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<b>Dept</b>	W02	<b>Location</b>	111

Pending Unit Supervisor Review



## COMMON ERRORS TO AVOID

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- Worksite supervisors going over maximum amount hours
  - PP1 – June 20 – July 3, 2026 – max 20 hours
  - PP2 – July 4 – July 17, 2026 – max 50 hours
  - PP3 – July 18 – July 31, 2026 – max 50 hours
- Worksite supervisors not submitting time by timesheet deadline
  - PP1 – July 3, 2026
  - PP2 – July 17, 2026
  - PP3 – July 31, 2026
- Worksite supervisors not entering and/or submitting time for youth at all
  - This will result in youth experiencing a delay in receiving their paycheck
- Worksite supervisors submitting time on weekends that youth didn't work on
- Worksites pre-submitting time because they think the youth may show up and work and then either not fixing the mistake or not informing YouthWorks that the youth didn't work
- Worksites submitting time for youth that did not work at all

## Worksite Responsibilities for Timesheets

Worksites play a vital role in ensuring that youth are paid accurately and on time. Please ensure the following:



### **TIME ENTRY**

Record all hours youth worked on timesheet for current pay period



### **ACCURACY**

Verify that the hours submitted are correct, reflect actual time worked, and comply with YouthWorks guidelines.



### **APPROVAL**

Submit and approve timesheets by the designated deadlines to avoid payment delays.



### **DOCUMENTATION**

Keep copies of signed timesheets and/or attendance records on file for auditing purposes.



### **COMMUNICATION**

Notify YouthWorks staff immediately of any issues with youth attendance, timekeeping, or system access.