



Explore. Learn. Earn.

TIMESHEET MANUAL



2026

TIMESHEET ROLES/RESPONSIBILITIES

ROLE	RESPONSIBILITY
TIMESHEET SUPERVISORS	Worksite Supervisors open timesheets for the youth assigned to them. They will enter the time on behalf of youth and submit their timesheets for approval
TIMESHEET REVIEWERS	Youth 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
TIMESHEET APPROVERS	YouthWorks Staff 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

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

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.



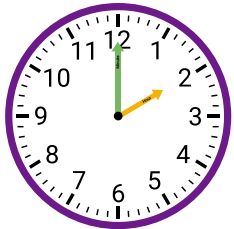
YOUTHWORKS – 2026 SUMMER JOBS PAY SCHEDULE

The following is the schedule for the YouthWorks 2026 participants. The Summer Jobs Program starts on June 29th and ends on July 31st. 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

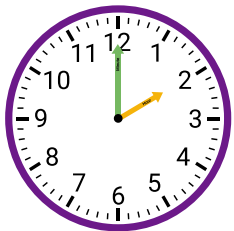


Period 1 – June 20, 2026 through July 03, 2026 (start date June 29, 2026)

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)

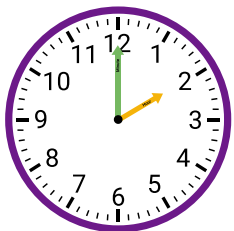


Period 2 – July 04, 2026 through July 17, 2026

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)

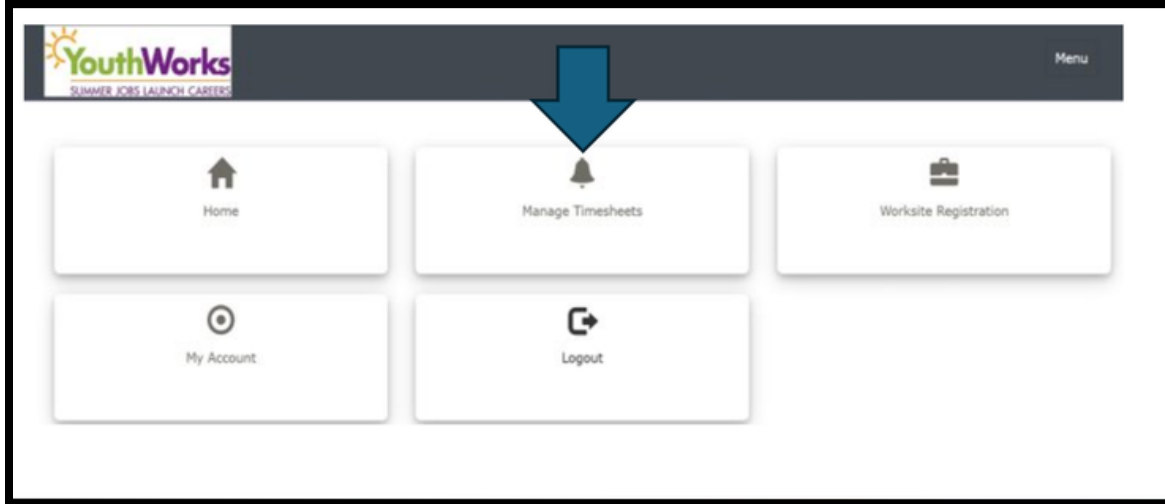
Payday: August 14, 2026 (10 days)

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

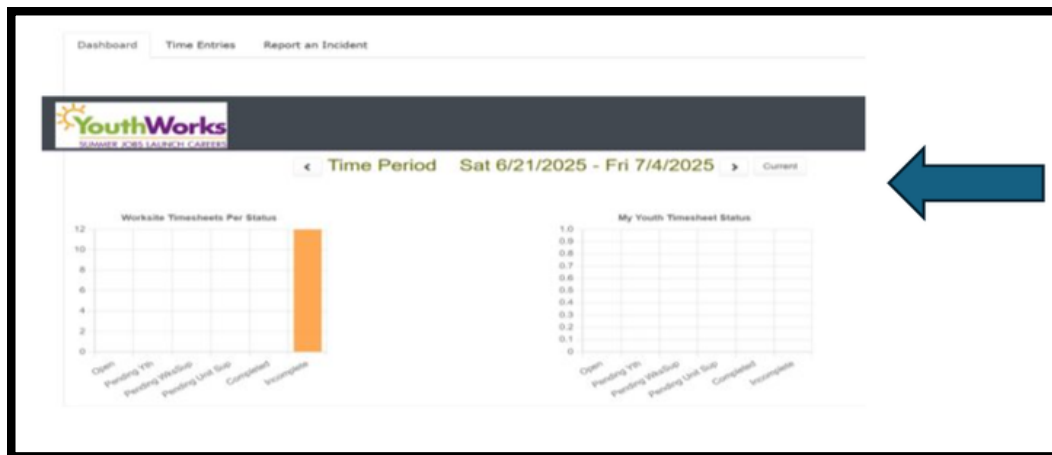
****Bi-weekly maximum hours 50 (5 hours/day)**

HOW TO SUBMIT TIMESHEETS

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



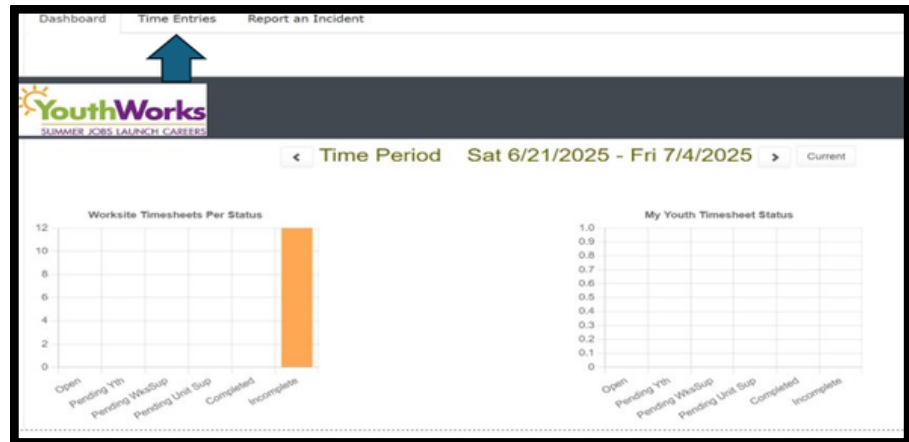
3. Timesheet Status Overview Page will appear



- 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

DashboardTime EntriesReport an Incident

Load Schedule

Malachi Mcbride

Close

Most Recent Job Assignment Details (2025)

Participant Name

RegID

DOB

Hourly Pay Rate

Dept

Malachi Mcbride

174646

11/04/2006

\$ 15.00

W02

Organization

Worksite

Position Title

Supervisor

Location

BCPSS-Virtual Summer School

BCPSS Virtual Summer School

Summer School Student

Not Assigned

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 06/05	 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: 12

Min: 0

am

Time Out:

Hr: 12

Min: 0

am

Attendance:

SAVE

Cancel

Delete

HOW TO SUBMIT TIMESHEETS

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

Most Recent Job Assignment Details (2025)

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

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"

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DOB	11/04/2006	Position Title	Summer School Student
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Dept	W02	Location	111

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"

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Dept	W02	Location	111

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)

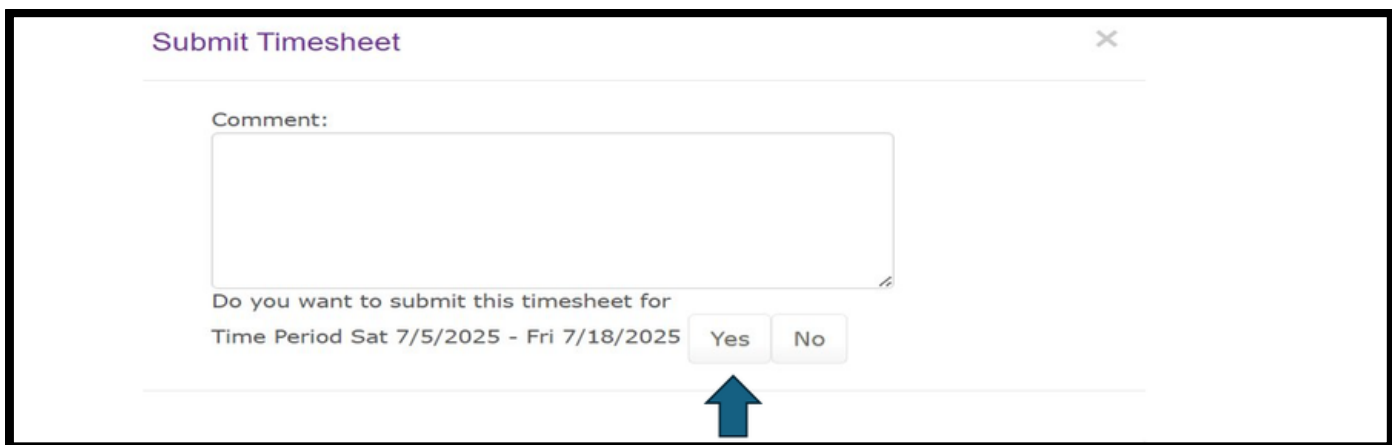
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DOB	11/04/2006	Position Title	Summer School Student
Hourly Pay Rate	\$ 15.00	Supervisor	Not Assigned
Dept	W02	Location	111

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

Yes No

- 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.

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Pending Unit Supervisor Review



COMMON ERRORS TO AVOID

- 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.