

## COMPLETING YOUR TIMESHEET

You will need to fill out a time sheet every two weeks and submit it to your Youth Worker Leader. Please read the following information carefully to ensure that you get paid in a timely manner.

1. Print off an SJ4Y timesheet from the Youthab or Career Edge website (insert websites). You can also get a timesheet from your Youth Worker Leader.
2. Clearly print the name of the business you are working for beside **Business Name**.
3. Clearly print your name beside **Student Name**.
4. Using the attached payroll schedule, determine when your current pay period begins and ends. Clearly print the start and end dates beside **Pay Period Starting** and **Pay Period Ending**. You are encouraged to ask your Youth Leader for assistance with this. You may also contact the program coordinator at 613-969-0830 Ext 245.
5. Each day, clearly write down how many hours you worked, excluding your lunch break. **You must write down the number of hours worked each day not the shift you worked.** For example, if you worked from 9am-5pm on Monday and took a one hour lunch then you would write on your timesheet that you worked 7 hours on Monday since the program does not pay for lunch breaks.
6. Once you have completed the pay period, you will add the hours worked each day and write the total number of hours worked beside **Total Number of Hours Worked**.
7. Sign and date your timesheet.
8. Take your timesheet to your supervisor and ask them to verify the number of hours worked. Once they have verified the hours, your employer will also sign your timesheet.

**Please note:** If you make a mistake on your timesheet, it is recommended that you complete a new one. ***If your timesheet appears to have been tampered with or is missing your signature or the employer's signature, it cannot be accepted.*** This may cause a delay in the payroll process and you may not get paid on time.

9. Submit your timesheet to your Youth Worker Leader by fax or by dropping it off at their office. Timesheets are due by 5 o'clock every other Monday (The attached payroll schedule lists the dates that timesheets are due. We recommend that you record these dates in your personal planner as a reminder.) Your pay will be deposited into your bank account the Friday of the **following** week.

**Please note that due to the large number of SJ4Y participants, there is a payment offset of 14 days.** For example, if you worked the weeks of June 4<sup>th</sup>-17<sup>th</sup> you will not receive your paycheck in your bank account for those two weeks until July 1<sup>st</sup> (14 days later).

## 2011 SJFY Payroll Schedule

SJFY Participants			
# of Days Payment Offset: 14			
Pay Period	Timesheets due to YWL		Pay Date
Apr 23 - May 6, 2011	9-May-11		20-May-11
May 7 - 20, 2011	23-May-11		3-Jun-11
May 21 - Jun 3, 2011	6-Jun-11		17-Jun-11
Jun 4 - 17, 2011	20-Jun-11		1-Jul-11
Jun 18 - Jul 1, 2011	4-Jul-11		15-Jul-11
Jul 2 - 15, 2011	18-Jul-11		29-Jul-11
Jul 16 - 29, 2011	25-Jul-11		12-Aug-11
Jul 30 - Aug 12, 2011	15-Aug-11		26-Aug-11
Aug 13 - 26, 2011	29-Aug-11		9-Sep-11
Aug 27 - Sep 9, 2011	12-Sep-11		23-Sep-11
Sep 10 - 23, 2011	26-Sep-11		7-Oct-11
Sep 24 - Oct 7, 2011	10-Oct-11		21-Oct-11