

## **The Mississippi Partnership Youth Work Experience Timesheet Guidelines**

1. Timesheets for WIOA youth participants may be paper or electronic timesheets.
2. Each timesheet should bear the approval of the youth participant as well as the worksite. For example:
  - Paper timesheets should include both the participant's signature as well as the worksite's signature.
  - Electronic timesheets should include both where the participant submitted/approved the timesheet and where the worksite submitted/approved the timesheet. \*

The participant and worksite signatures/approval are verifying that the hours shown on the timesheet are accurate and correct. Therefore, timesheets may not be signed by the WIOA youth provider staff on behalf of the participant or the worksite.

\* NOTE: In the case where the WIOA youth provider is utilizing a payroll agency - such as Sirius - and the youth provider staff is signing/approving the electronic timesheet in the payroll system, the WIOA youth provider should still have a paper timesheet that has both the participant and employer signatures on it verifying the hours are accurate and correct. **In this case both the paper and electronic timesheet should be submitted to Imaging.**

3. The signatures on the timesheet should be dated. The timesheet should not include any hours of paid work experience after the signature date of the timesheet.
4. The WIOA youth provider staff should ensure that the timesheet hours are added correctly before a timesheet is paid.
5. The WIOA youth providers must ensure that timesheets are complete with appropriate signatures/dates/hours.
6. All WIOA youth work experience timesheets and supporting documentation must be included in the youth's Imaging file. The participant's paystub/direct deposit stub should be included behind each timesheet if it's available to the WIOA youth provider.
7. **Failure to follow the timesheet guidelines may result in monitoring findings and/or disallowed costs.**