

Workforce Innovation and Opportunity Act (WIOA) Internship/Work Experience Timesheet Rules

Please read the following rules regarding your timesheet for your Internship or Work Experience. When your Case Manager picks up your Time Sheet, if it is not correct, it will be returned to you to be corrected. You **WILL NOT BE PAID** until the timesheet is corrected. **NO EXCEPTIONS!! YOUR TIME SHEET IS YOUR RESPONSIBILITY!**

Information to be filled out on Time Sheet:

1. Time Sheet will be filled out in **BLUE** or **BLACK INK** (sample Time Sheet attached).
2. Time Sheet will be filled out **EACH DAY** you work (not ahead of time).
3. Time Sheet will be filled out in 15 increments. (Example: 7:00 or 7:15 or 7:30 or 7:45) (No 7:05, 7:10, Etc.)
4. Should you work more than **5 HOURS** you must have a **30 MINUTE BREAK**.
5. You are not permitted to work **OVER 8 HOURS IN A DAY**.
6. Hours are to be totaled by Case Manager.
7. **NO PARTICIPANT** is to fill out the part on the Time Sheet that shows hours worked, hours worked to date, remaining hours, or total hours and rate. This is your **CASE MANAGERS RESPONSIBILITY!**
8. All Time Sheets will be signed by **CLIENT** and **DATED ON LAST DAY OF WORK FOR THE PAY PERIOD**. It is the client's responsibility to see that their **WORK SUPERVISOR SIGNS AND DATES THE TIME SHEET**.
9. Time Sheets will be dated on the top for the pay period.
10. Time Sheets are **NEVER** to be taken **HOME!** Time Sheets are to always be at Participants Worksite. If Time Sheet is not at your Worksite, you **WILL NOT BE PAID UNTIL THE NEXT PAY PERIOD!**
11. If a mistake is made on your Time Sheet **MARK THROUGH MISTAKE ONE TIME, INITIAL**, and then correct mistake. **A TIME SHEET WILL NOT BE ACCEPTED IF MARKED THROUGH MORE THAN ONCE.**
12. **NO WHITE OUT.**

I have read the following statements concerning my timesheet. I am aware that if my timesheet is not filled out correctly, I will not receive my paycheck until the next payday.

WIOA Participant Signature

Date

WIOA Case Manager Signature

Date