



Instructions for Completing Participant Timesheets

When completing timesheets, please remember the following information:

1. **Pay periods vary by employer and worksite provider.** Please follow the approved schedule. Timesheets should be kept in a safe place known to the supervisor and the participant at the worksite.
2. **Participants must record** the dates they work, the times work began, lunch break, the time their work shift ended for the day and the total number of hours worked each day in each block (subtracting time not worked).
3. **If the participant is sick or absent,** please write "Off" and list "0" in the Hours Worked blank.
4. **List all times on the quarter, half hour or whole hour.** If a participant shows up for work at 7:58 a.m., list 8:00 a.m. on the timesheet. If the participant ends their day at 4:33 p.m., list 4:30 p.m. on the timesheet. Round all time to the nearest quarter, half hour or whole hour. All time worked must be verified by the worksite supervisor.
5. **Participants are not paid for lunch or any time not worked.** All participants must take an unpaid lunch period at some point in the day, to be determined by participant and the worksite supervisor. This should follow applicable wage and hour laws. Participants must receive at least a thirty (30) minute break away from work. Subtract the time taken for lunch from the "Total Hours Worked."
6. **Participants are also allowed two 15-minute breaks,** one taken in the morning and one taken in the afternoon. Participants are paid for these breaks and cannot "save" breaks or not take a lunch break to end their workday early.
7. **Participants cannot work overtime.** Overtime is not allowed. Hours above 40 are not allowed and will not be paid by WorkNow Kentucky.
8. **If a mistake is made on the timesheet, do not use correction tape or fluid.** Mark a line through the mistake and the participant and worksite supervisor initial must initial. Timesheets with "white-out" will not be accepted.
9. **ALL signatures on the timesheet must be in ink, preferably blue ink.** On the last day of the pay period, both the participant and worksite supervisor should sign the timesheet to verify the hours reported are the actual hours worked. Any alterations on the timesheets must be done by the participant and worksite supervisor together. Any discrepancies will be questioned by the Program Staff, and could delay processing of payroll.
10. Make sure all timesheets are completed, signed and ready to be picked up by the WorkNow Kentucky staff. If timesheets are received late, there is no guarantee they will be processed in time for the scheduled pay date. The participant may have to wait until the following pay period. Please make every effort to turn them in on time.