

**Department of Children's Services**  
**INSTRUCTIONS FOR USE OF FORM**  
**CS-1069**  
**Youth Worker Timesheet**

1. Fill in the top portion of the form as indicated.
  - a. **Week of:** Sunday should be counted as the first day of the work week with Saturday being the last day. If the youth worked any day during the week, record Sunday's date thru Saturday's date on this line.
  - b. **Location:** The location is the department and worksite in which the youth works.
  - c. **Supervisor:** The name of the youth's work supervisor.
2. The youth records the time he arrives to work under the first "Time In" column on the row of the day of the week it is. If the youth takes a lunch break, he records the start of it in the first "Time Out" column. When he returns from break, he records it in the next "Time In" column. When the youth's shift ends, he records the time in the second "Time Out" column. If the youth did not take a break then only the first "Time In and Time Out" columns are used to record his hours worked.
3. **Total Hours** column: Record the total amount of hours worked in this column.
4. **Rate per HR** column: Record the amount of money youth earns per hour.
5. **Total Hours** line: Record youth's total number of hours worked for the entire week.
6. **Recommended Pay** line: This section is used only when the supervisor is recommending for the youth's rate of pay to change. Justification must be given for pay change to be approved.
7. Both the youth and supervisor sign and date the bottom of the form confirming that the hours are correct.
8. The supervisor submits the timesheet to the Work Program Coordinator for review each Monday. Any errors are corrected by supervisors within 24 hours of notification.
9. The Work Coordinator verifies the timesheet is correct and submits to the fiscal office within one week of receipt.