



How to Submit a Timesheet

Step One:

Open this link: <https://form.jotform.com/220407919074052>

Step Two:

Complete all required sections

A screenshot of a web form titled "Youth Time Sheet Submission" under the "West MICHIGAN WORKS!" logo. The form includes a header with the logo and a sub-header with the title. Below the title is a note: "TIME SHEETS ARE DUE EVERY THURSDAY BY NOON and must be signed by employer and youth before submitting." The form contains four required fields: "Company Name" (text input), "County company is located in" (dropdown menu with "Please Select" as the current selection), "Your Email" (text input with a placeholder "example@example.com"), and "Youth Name" (text input).

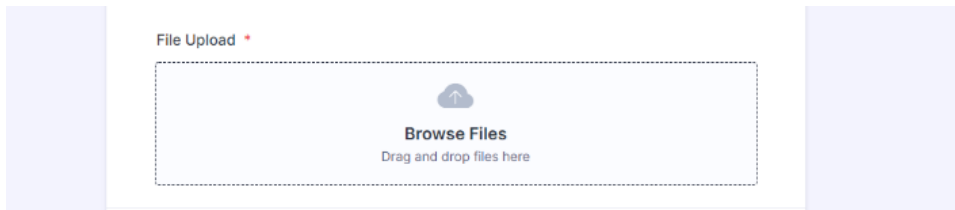
Step Three:

Select Date – *the date you are submitting the Timesheet*

A screenshot of a date selection field. It shows a text input box with "Date" as a label and a red asterisk indicating it is required. Below the input box, the date "06-22-2022" is displayed, followed by a small calendar icon. The word "Date" is also written below the input box.

Step Four:

Upload File – Upload the PDF or Word version of the completed and signed Timesheet & Evaluation



Step Five:

Submit

Once you hit Submit, the Career Coach associated with the County you selected in Step One will receive an automated email with the Timesheet.