

# TIMESHEET INFORMATION

## A TIMESHEET WEEK RUNS FROM SATURDAY TO FRIDAY

A timesheet week begins on Saturday and runs through Friday of the next week.

**Example:** The timesheet example is below highlighted in yellow. The week always includes the Saturday from the previous week. This example shows the week of 7/16 – 7/22.

Sun 10	Mon 11	Tues 12	Wed 13	Thurs 14	Fri 15	Sat 16
Sun 17	Mon 18	Tues 19	Wed 20	Thurs 21	Fri 22	Sat 23

## ALL WEEKS ARE PAID THE FOLLOWING FRIDAY

If you work one week, turn in a timesheet on Thursday, the pay for that week will show up the FOLLOWING Friday.

**Example:** You work the days of Monday July 18 through Thursday July 21. **You turn in the timesheet on Thursday** July 21 (if you worked Friday too you will add the time expected to work on Friday). Pay for that week is the following Friday July 29. See below – it shows payday in red.

Sun 17	Mon 18	Tues 19	Wed 20	(Turn in) Thurs 21	Fri 22	Sat 23
Sun 24	Mon 25	Tues 26	Wed 27	Thurs 28	Fri 29	Sat 30

## BREAKS ARE REQUIRED FOR EVERYONE

If you work more than 5 hours you must take a 30 minute break.

**Note:** You cannot take the break after working more than 5 hours.

**Example:** You are scheduled to work from 8:00 am - 2:30 pm. This equals 6.5 hours. At the 5<sup>th</sup> hour you must take a break. Once you deduct 30 minutes for the break, your total time worked equals 6. Hours. The time sheet shows IN and OUT times for start time, break time and end time. See below:

IN 8:00 am    OUT 1:00 pm    IN 1:30 pm    OUT 2:30 pm    TOTAL 6

## TIMESHEET STEPS

1. All timesheets are required to be filled out completely and signed by a supervisor and the student.
2. **You must enter any time scheduled to work on Friday of that week since timesheets are due on Thursdays.**
3. Once signed, they are then pre-approved by West Michigan Works staff.
4. Only pre-approved timesheets will be submitted to Manpower for payment.

## WHY AM I NOT GETTING PAID?

- You did not turn in a timesheet on time. (If not received by Thursday at 5 pm, it is considered LATE)
- You did not fill out your timesheet correctly.
- You did not include your break time.
- You did not sign your timesheet.
- Your supervisor did not sign your timesheet.
- You did not set up your Manpower account prior to your start date (see staff if you have this issue)

**Any of these issues can cause a delay in getting paid. Please double check your timesheets. Thank You!**