



YOUTH EMPLOYMENT SERVICE

Name \_\_\_\_\_

Worksite \_\_\_\_\_

Week Ending \_\_\_\_\_

Note:

15 mins = .25 hr

30 mins = .5 hr

45 mins = .75 hr

Please send timesheet Wednesday afternoon ❖

Day	Date	Time In	LUNCH		Time Out	Total Hours
			From	To		
Thursday						
Friday						
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						

Under NYS law, an employee who works a shift of more than 6 hours **must take** a meal period of at least 30 minutes of unpaid time off within that period. For specific shifts or info, please call the YES office.



Employee Signature \_\_\_\_\_

Week's

Supervisor Signature \_\_\_\_\_

Work Hours \_\_\_\_\_

**YES OFFICE USE ONLY**

Date	Training	Total Hours

YES Staff Signature \_\_\_\_\_

**Total Hours:** \_\_\_\_\_

