



GEAUGA COUNTY BOARD OF COMMISSIONERS

Walter M. Claypool Timothy C. Lennon Ralph Spidalieri

DEPARTMENT OF JOB AND FAMILY SERVICES
12480 Ravenwood Drive, P.O. Box 309, Chardon, Ohio 44024

Craig A. Swenson,
Executive Director

GEAUGA YOUTH EMPLOYMENT PROGRAM (GYEP) TIME SHEET

Scan & Send Form to Program Coordinator:

Kimberly.Brown@ohioguidestone.org

Phone: 440.285.1122 Fax: 440.285.1218

Ending Payroll Date _____

Worksite: _____

PRINT Participant's Name: _____

Day	Date	Time In	Lunch In	Lunch Out	Time out	Total
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Sub-total						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Sub-total						
GRAND TOTAL						

Total Days Absent _____

Signature by participant and worksite supervisor is required. Signature verifies that the participant worked the hours indicated on the time sheet. Failure to sign the time sheet will result in the participant not getting paid.

PARTICIPANT'S SIGNATURE: **x** _____

WORKSITE SUPERVISOR SIGNATURE: **x** _____

.....
GCJFS Agency Use Only

Date Time Sheet was received at GCJFS: _____

GYEP COORDINATOR Kimberly Brown

Kimberly.Brown@ohioguidestone.org

PHONE: 440-285-1122

FAX: 440-285-1218