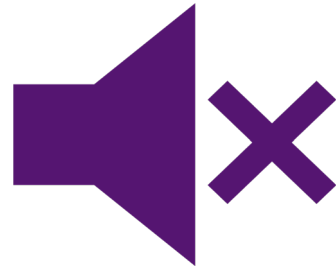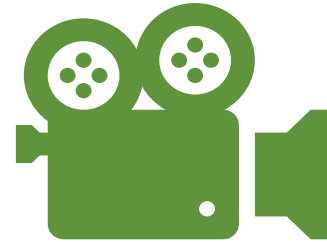# Welcome to the SYEP Partner Information Session

The meeting will begin promptly at 10:00 AM

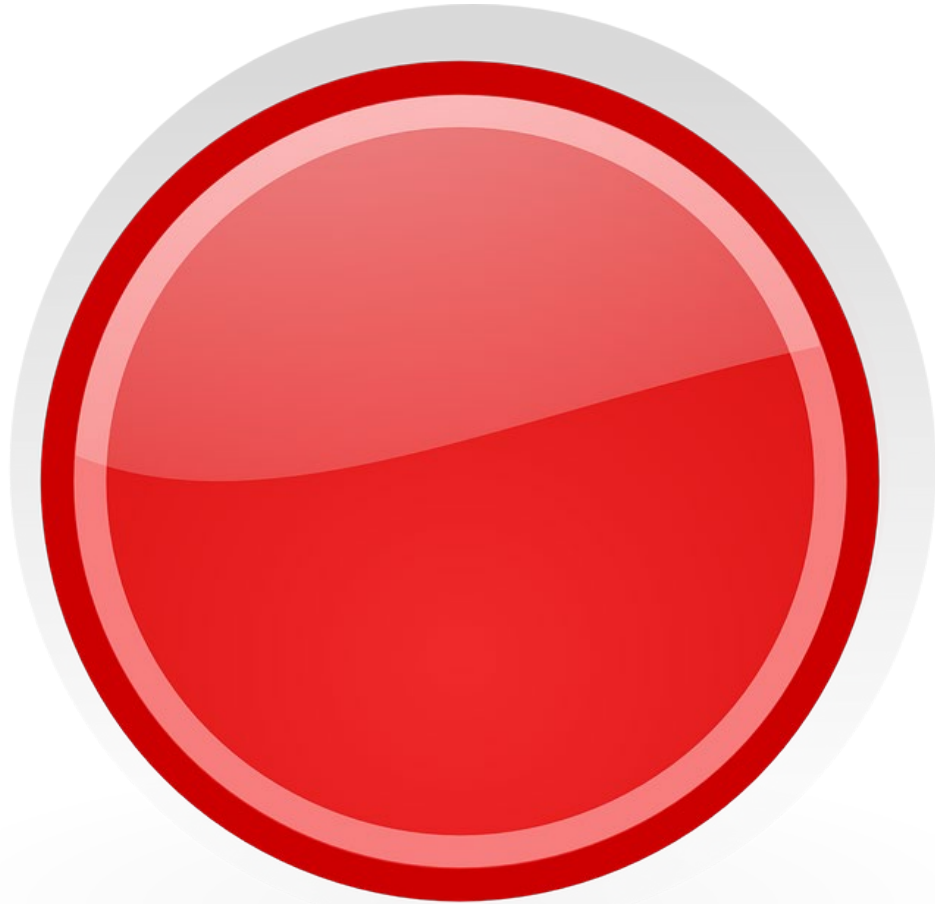Audio has been muted to prevent feedback
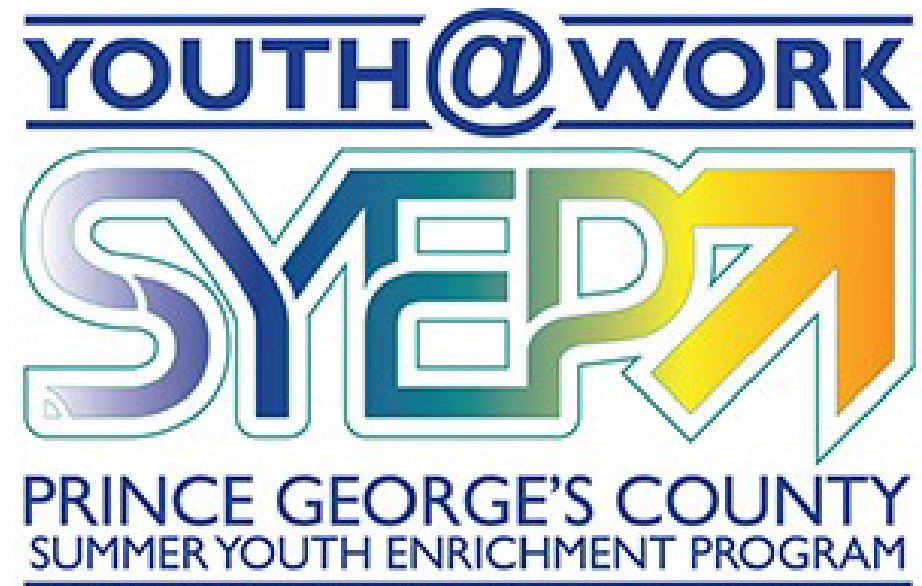
This session will be recorded

Please join us on camera

We will be recording today's meeting.

Youth@Work/ Summer Youth Enrichment Program

Partner Information Session

June 2022

Partner Information Session
Meeting Agenda

2022 Program

- Youth@Work/SYEP Key Dates
- Kick Off Celebration
- Time & Attendance Training
- Day 1 Best Practices

Youth@Work/SYEP Key Dates

Application Period	March 1 – March 31, 2022
Selection & Placement Period	April 11 – April 29, 2022
Kick-off Celebration	June 30, 2022
Program Dates	July 5 – August 12, 2022
Close-Out Celebration	August 12, 2022

Virtual Kick Off Celebration

Date - June 30th at 10AM

- Live Music with DJ Duane Robinson beginning at 9:45 AM

- Master of Ceremony – Joe Clair

- Guest Speakers – Jervado "JayC" Carrington

- Zoom link has been sent to partners and youth

DISCOVER *Your Potential*

YOUTH@WORK
SYEP
PRINCE GEORGE'S COUNTY
SUMMER YOUTH ENRICHMENT PROGRAM

Angela D. Alsobrooks
County Executive

SARDI'S CHICKEN
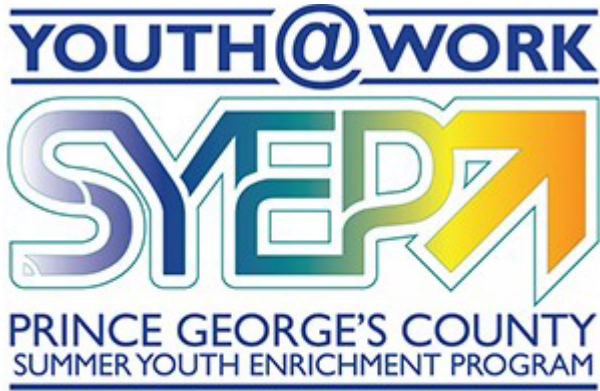
Time and Attendance

- Youth@Work/SYEP Roster

- Daily Time Reporting

- Timesheet Instructions (Hourly & Stipend Paid Participants)

- Submission of Time

- Program Payment Schedules (Hourly & Stipend)

- Hourly & Stipend Payment Processing Schedule

Youth@Work/SYEP Roster

Participant Roster

- Before the beginning of the program, you will receive a roster of assigned participants.

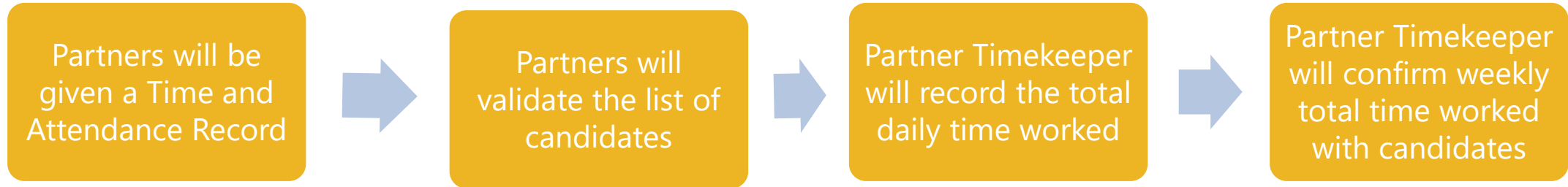- The roster will include the participant's name, worksite name, age group, email address, mailing address, phone number, and alternate number (if applicable).

- Worksite Supervisors should use the roster to verify assigned participants.

Daily Time Reporting

| Partners will be given a Time and Attendance Record | → | Partners will validate the list of candidates | → | Partner Timekeeper will record the total daily time worked | → | Partner Timekeeper will confirm weekly total time worked with candidates |

EXAMPLE

First Name	Middle Initial	Last Name	Employee ID	Mail Distribution Code	Program Total	7/5/2022	7/6/2022	7/7/2022	7/8/2022	7/11/2022	7/12/2022	7/13/2022	7/14/2022	7/15/2022	Comments
Misty	C	Blue	70695	SYEP-CF-Y-KNOT	32	8	8	0	0	0	0	0	8	8	out of town (7/7-7/13)

- Partner will be instructed to designate one Timekeeper and a backup to record each participant's time daily.
- Time Report will include the participant's employee's name, employee ID, mail distribution code, assignment dates, and comments.
- Time will be recorded in total hours worked per day and then totaled for the week.

Timesheet Instructions for Hourly Paid Participants

1. Designate a timekeeper and a back-up to keep a track of the time & attendance for each of your participants.

2. Complete the timesheet by entering the hours rounded to the nearest quarter hour (0.25 hours) for each participant each day per week.

3. At the end of the two-week period, please ensure that the program totals do not exceed the maximum hours allowed for each participant as stated in the chart.

4. If the participant is a no-show (absent for three (3) or more days), please note that the participant is a no-show by marking a "NS" on the appropriate day on the timesheet and add an explanation in the "Comments" column.

5. Once you have completed the timesheet, please send an email to **SYEPPartners@co.pg.md.us** indicating that your timesheet has been completed in SharePoint.

6. Using the link provided, timesheets must be accurately completed and submitted each week on Fridays by 6 P.M.

7. Prior to submitting the timesheet, it is the responsibility of the worksite supervisor to ensure that each participant's time is recorded accurately each week.

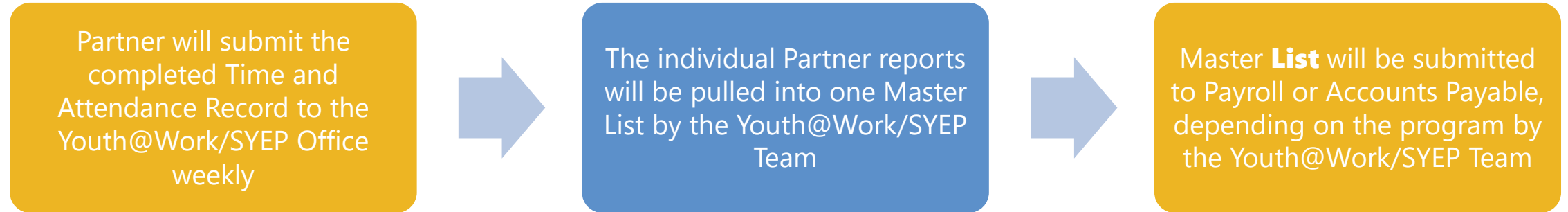| AGE GROUP	PAY RATE/HOUR	MAXIMUM WEEKLY HOURS
14 & 15	$10.00	24
16 & 17	$11.50	32
18 – 22	$13.00	40

Timesheet Instructions for Stipend Paid Participants

1. Designate a timekeeper and a back-up to keep a track of the time & attendance for each of your participants.

2. Participants must **complete at least 75%** of the required course material in order to earn a stipend.

3. Complete the timesheet by placing a "1" each day indicating that the participant worked that day per week.

4. At the end of the two-week period, sum the total number of days each participant worked.

5. If the participant is a no-show (absent for three (3) or more days), please note that the participant is a no-show by marking a "NS" on the appropriate day on the timesheet and add an explanation in the "Comments" column.

6. Once you have completed the timesheet, please send an email to **SYEPPartners@co.pg.md.us** indicating that your timesheet has been completed in SharePoint.

7. Using the link provided, timesheets must be accurately completed and submitted each week on Fridays by 6 P.M.

8. Prior to submitting the timesheet, it is the responsibility of the worksite supervisor to ensure that each participant's time & attendance is recorded accurately each week.

AGE GROUP	STIPEND
14 & 15	$100.00* $300.00
16 & 17	$400.00
18 to 22	$500.00

Alsobrooks' Summer Passport Experience

Submission of Time

Partner will submit the completed Time and Attendance Record to the Youth@Work/SYEP Office weekly	→	The individual Partner reports will be pulled into one Master List by the Youth@Work/SYEP Team	→	Master **List** will be submitted to Payroll or Accounts Payable, depending on the program by the Youth@Work/SYEP Team

- Partner will submit the completed Time and Attendance Record weekly.

- Partners will supply time by 6:00 p.m. on Fridays.

- The individual Time and Attendance Record will be pulled into a Master List Time Report for all participants by the SYEP office.

- The Master List will be submitted to Payroll based on the established payroll processing schedule.

Hourly Payment Schedule

Hourly Pay

Age Group	Program	Duration (weeks)	Last Day Worked	Pay Day(s) 29-Jul	12-Aug	26-Aug
14-15	Energy Conservation	5	29-Jul	X	X	
16-17	Fire/EMS Cadets	6	12-Aug	X	X	X
16-17	Government/PGCPS/Nonprofits	6	12-Aug	X	X	X
16-17	MNCPPC – Parks & Recreation	6	12-Aug	X	X	X
16-17	Stand Up & Deliver: Food Distribution	6	12-Aug	X	X	X
18-22	Government/Non-Profits	6	12-Aug	X	X	X
18-22	Public Safety Emergency Call Taker	6	12-Aug	X	X	X

Reminder:
Payments will be made via Direct Deposit or U.S. Bank Debit Card. No paper checks will be issued.

Stipend Payment Schedule

Stipend Programs

Age Group	Program	Duration (weeks)	Last Day	Pay Day(s) 29-Jul	12-Aug	26-Aug
14-15	Alsobrooks' Passport Summer Experience-Cohort 1	3	22-Jul	X		
14-15	Alsobrooks' Passport Summer Experience-Cohort 2	3	12-Aug			X
16-17	Quinn Cook Virtual Basketball Training	3	22-Jul	X		
16-17	Television, Radio & Social Media Production	3	22-Jul	X		
16-17	Trade Skills: Barber, Cosmetology & Culinary	3	22-Jul	X		
16-17	Youth Entrepreneur Academy - Teenpreneur Business	3	22-Jul	X		
14-15	Bring Your A-Game to Work: Job Readiness Training	4	29-Jul		X	
14-15	My Career Blueprint: Job Readiness Training	4	29-Jul		X	
16-17	Aviation Program: Career Exploration	4	29-Jul		X	
16-17	Bring Your A-Game to Work: Job Readiness Training	4	29-Jul		X	
16-17	Next Generation Scholars Cohort: Career Readiness and Exploration	4	29-Jul		X	
16-17	Summer of Success: Job Readiness Training	4	29-Jul		X	
18-22	Workforce Readiness Training	4	29-Jul		X	
18-22	Administrative Support Jumpstart Training	6	12-Aug			X
18-22	Automotive Technology – Industry Training	6	12-Aug			X
18-22	Heating & Air Conditioning Technician (HVAC) – Industry Training	6	12-Aug			X
18-22	Information Technology Help Desk – Industry Training	6	12-Aug			X
18-22	Medical Office Assistant – Industry Training	6	12-Aug			X
18-22	SeeMore Impact Labs/Core Skills Mastery (CSM) Learn – Self-Directed	6	12-Aug			X

- *Validation of time & attendance is conducted before payment is submitted.*

- *Stipends are processed approximately two (2) weeks after the conclusion of the program.*

2022 Hourly & Stipend Pay Schedule

Work Weeks	Pay Period Begin (PPB)	Pay Period Ending (PPE)	Pay Day
July 5, 2022 – July 15, 2022	July 3, 2022	July 16, 2022	July 29, 2022
July 18, 2022 – July 29, 2022	July 17, 2022	July 30, 2022	August 12, 2022
August 1, 2022 – August 12, 2022	July 31, 2022	August 13, 2022	August 26, 2022

Partners will receive:
- Participant Rosters
- Timesheet Instructions and Participant Timesheets
- Badges for on-site participants

Be ready for your participants on Day 1!

OHRM Office of Human Resources Management

Angela D. Alsobrooks
County Executive

Best Practices

Quick Brainstorming Session

What have you done on **Day 1** to get the SYEP participants involved and engaged in their assignments?

Raise your Hand or **Put it in the chat**