



# Partner Information Session

July 23, 2025

# Agenda

2025 Key Dates  
SYEP Time Management Portal  
Incident Reports  
New Initiative: Lunch & Learn Training Series  
Participant Performance Feedback  
Partner Reminders  
End-of-Program Celebrations  
Q&A

# 2025 Key Dates



Date	Activity
March 1, 2025	Opening of 2025 application acceptance period
March 31, 2025	Closing of the application acceptance period
April 2025	Eligibility and next step notices sent to applicants
April 21-May 7, 2025	Youth placements
May 8 – 9, 2025	Offer letters sent (with 5-day acceptance period)
May 16- June 30, 2025	Onboarding process for selected participants
May 30, 2025	Participant list available to partners
July 1, 2025	Day 1 - SYEP 2025
July 25, 2025	Pay day #1 – hourly compensated participants
August 8, 2025	Last Day – SYEP 2025 Pay day #2 – hourly compensated participants
August 22, 2025	Pay day – stipend compensated participants Pay day #3 – hourly compensated participants

# SYEP Time Management Portal



## Prioritize Timely Submissions!



Any delay in processing payroll means that participants may not be paid on time.



Incomplete timesheets delay the time that hourly-compensated participants receive their pay.



## Please take a few moments to:

- Review your timesheet for accuracy.
- Notify your participants of their anticipated hours.
- Submit your timesheet by the deadline.
- Document the hours in your records.

# SYEP Time Management Portal



## Hourly Compensation

- Enter the total hours worked for each day or each participant, measured to the closest 15-minute increment:
    - 15 minutes = .25
    - 30 minutes = .50
    - 45 minutes = .75
  - Click “Save As Draft” to save the submission.
  - Click “Submit Timesheet” to submit the timesheet to the SYEP Team.
  - Timesheets for hourly participants must be submitted weekly, by **Friday at 5 p.m.**, or the participants **risk not getting paid on time.**
- **14-15-year-old** participants are not eligible for hourly compensation.
  - **16-17-year-old** participants earn \$13/hour and can work **a max of 32 hours per week.**
  - **18-24-year-old** participants earn \$15/hour and can work **a max of 40 hours per week.**
  - SYEP Participants are *only compensated for the hours that they work.*
  - SYEP Participants are *not eligible for holiday pay or overtime.*

# SYEP Time Management Portal



## Stipend Compensation

- Enter a “1” for each day that the participant was present.
  - Click “Save As Draft” to save the submission.
  - Click “Submit Timesheet” to submit the timesheet to the SYEP Team.
  - We are asking that timesheets be **submitted weekly** for stipend participants.
  - Stipend-compensated participants **must complete 75% of the program** in order to earn the compensation.
- Stipend Participants are eligible for the following:
    - 14-15-year-old participants can earn \$300
    - 16-17-year-old participants can earn \$400
    - 18-24-year-old participants can earn \$500
  - Participants who earn the compensation will be paid on August 22.
  - Partners **must inform participants** whether they have met the minimum requirements to receive the stipend payment.

# SYEP Time Management Portal



## Need help with the Time Management Portal?

 Email [SYEPPartners@co.pg.md.us](mailto:SYEPPartners@co.pg.md.us) to request a session.

 We'll schedule a time to connect.

 A Teams call will be set up to guide you through the process with one of our dedicated staff members.

We're here to help!

# Incident Reports



An **SYEP Incident Report** is a formal document used to record and report any **accidents, injuries, unsafe conditions, or behavioral issues** that occur during the work assignment.



**Purpose:** To ensure proper follow-up, maintain a safe work environment, and **hold individuals accountable** through clear documentation.



**Who can submit incident reports?**

**Both SYEP participants and partners** (worksite supervisors, job readiness providers, trainers, etc.) are encouraged to submit incident reports as soon as an issue arises.



# Incident Reports



## Why submit a report?

An SYEP Incident Report is not just for emergencies.

It is also a way to **request support** from the SYEP Team when additional guidance or intervention is needed.



## What are common reasons for support requests?

- A participant is consistently late, absent, or disengaged.
- Behavioral issues are impacting the work environment.
- A participant discloses personal concerns or challenges.
- Concerns arise about a **participant's fit for the placement**.
- You need help addressing a sensitive or escalating situation.



# Incident Reports



**Do you have an incident that needs to be reported?**

Email [SYEPPartners@co.pg.md.us](mailto:SYEPPartners@co.pg.md.us) to report and initiate an incident report form.

Email Subject: Incident Report – [Name of Worksite]

Include the following in the message:

- Organization Name
- Supervisor Name & Contact (Email + Phone)
- Participant Name
- Brief Description



A call will be set up to discuss the incident and appropriate next steps with one of our dedicated staff members.

# New Co-Curricular Initiative!

## SYEP Lunch & Learn Training Series

We are excited to announce the launch of the **Lunch & Learn Training Series** designed to offer guidance on co-curricular topics that will improve participant knowledgebase on employability and life-skills development!



These optional trainings explore subject matter to support participants on their journey towards career success and professional growth.



From weeks 4 through 6 of the SYEP, each Wednesday will feature a virtual session focused on a different topic toward personal discovery and valuable take-aways regardless of participants' current employment interest.

Training Dates:

- July 23<sup>rd</sup> from 12:00 PM – 1:00 pm
- July 30<sup>th</sup> from 12:00 PM – 1:00 pm
- August 6<sup>th</sup> from 12:00 PM – 1:00 pm

# Participant Performance Feedback

## What is Participant Performance Feedback?

Input from supervisors on how the participant is doing, while highlighting strengths and areas to grow.

### Why it matters:

- Helps improve job and life skills.
- Builds confidence and professionalism.
- Prepares participants for future work opportunities.

### How Supervisors Can Use Feedback Effectively:

- Be specific, timely, and balanced (positive & constructive).
- Focus on behavior and improvement.
- Encourage questions and set clear goals for growth.
- Follow-up to recognize progress and provide continued support.



# Participant Performance Feedback

During the last weeks of the SYEP, please provide feedback to the participants on how they performed during the program.

We encourage you to **be intentional with your assessment** and share both areas of success and improvement.

Help them **update their resumes** so their descriptions match the work with your organization.

**Provide your contact information** for future job references and clearly **outline how participants can request a new point of contact** if there are staff changes at your organization.



# Participant Performance Feedback



**Feedback is a learning tool.**

Help participants see it as a path to success.

# Partner Reminders: End of Program Survey

## Why complete the Survey?



### Improve Future Programs:

- Feedback from participants and supervisors help to shape a better SYEP experience for future participants.



### Uplift Community Voice:

- Make Your Voice Heard! The feedback enables us to identify what worked, what didn't, and how we can grow collaboratively.



### Data Drives Impact:

- Real stories and statistics show the SYEP's value to funders and interested stakeholders.

**Survey access will be emailed and made available online the final week of the program.**



# Partner Reminders: Capture YOUR Story!

Sharing photos and videos helps us **highlight the real-world impact** of our interns at your site, showcase your contribution to the SYEP program, and celebrate your role in shaping future talent.

We love testimonials and want to include this information in our annual reports as we advocate for additional funding to support future programming.

Please send captured content to [SYEPPartners@co.pg.md.us](mailto:SYEPPartners@co.pg.md.us) or tag us on social media!

- Facebook: PGC Youth at Work Summer Youth Enrichment Program
- Instagram and X (formerly Twitter): @PGCSYEP

Let us know and tag us with **#PGCSYEP**



# End-of-Program Celebrations



## Celebrate Your SYEP Youth Participants!

Honor the hard work and growth of the participants who contributed at your site this summer.

- Recognize their achievements and dedication.
- Highlight the impact on your organization and community.
- Create lasting memories to motivate and inspire them.



## Host an End-of-Program Celebration!

It's a meaningful way to say, "Thank You" and celebrate success together.

# Let's Celebrate Together!



**We would love to be part of your end-of-program celebrations!**

As your program wraps up, we would be honored to:

- Celebrate your participants' achievements.
- Hear the stories and impact from your work.
- Show our appreciation for your incredible efforts!



**Planning a celebration? Please invite us!**

- Send your event details to [SYEPPartners@co.pg.md.us](mailto:SYEPPartners@co.pg.md.us)
- We will try to coordinate SYEP Team member representation as our schedules permit.





- SYEP Partners, please contact us via: [SYEPPartners@co.pg.md.us](mailto:SYEPPartners@co.pg.md.us)
- Please direct youth questions to: [SYEP@co.pg.md.us](mailto:SYEP@co.pg.md.us)

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