

Partner Information Session

August 13, 2025



Employer
Partners
Thank you!

Agenda

2025 Key Dates

SYEP Time Management Portal

Incident Reports

Update: Lunch & Learn Training Series

Success Stories & Worksite Highlights

Partner Reminders

What's Next for Youth@Work

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 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!



Office of Human
Resources Management

Aisha N. Braveboy
County Executive



Incident Reports



Do you have an incident that needs to be reported?

Email 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.



Co-Curricular Initiative Update

SYEP Lunch & Learn Training Series

We successfully launched and completed the **Lunch & Learn Training Series** which offered guidance on co-curricular topics that was designed to improve participant knowledge base on employability and life-skills development!



Three virtual sessions were hosted by the Youth@Work Training Team that focused on different topics in exploring personal discovery.



We are excited to explore the survey results and expand the variety of topics offered to our participants.



Co-Curricular Initiative Update

SYEP Lunch & Learn Training Series

We want to hear from you!



As we expand our program offerings, we are interested in leveraging the experience of our current partners for future sessions, including:

- 2025-2026 Youth@Work Internship Cohort
- 2026 Summer Youth Enrichment Program (SYEP)



If you are interested in participating by either hosting a session or providing information for us to consider developing in the future, please let us know!



Co-Curricular Initiative Update

Are you interested in hosting a future Lunch & Learn?



Email SYEPPartners@co.pg.md.us to express intent.

Email Subject: Lunch & Learn Training Series – [Name of Organization]

Include the following in the message:

- Organization Name
- Point of Contact (Name, Email, Phone)
- Brief Description



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



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Success Stories & Worksite Highlights



Let's use this time to share testimonials or videos from some of our employers highlighting the summer:



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 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**

Partner Reminders: End of Program Survey

Why complete the Survey?



Improve Future Programs:

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



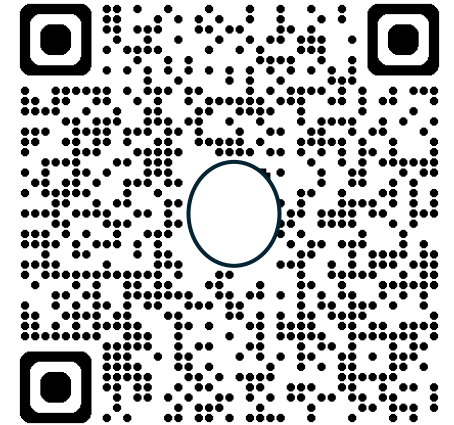
Uplift Community Voice: Make Your Voice Heard!

- 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.
- We encourage you to complete the Partner/Employer Satisfaction Survey!



Partner/Employer
Satisfaction Survey

Partner Reminders:

Supporting SYEP Youth Beyond the Summer

Why Employer Engagement Matters:



Employer engagement doesn't end when the summer ends.



As an SYEP employer partner, your continued support strengthens the long-term success of youth participants.



Staying connected reinforces confidence and shows youth they are valued.



Ongoing employer engagement reflects positively on SYEP's **effectiveness, professionalism, and intentionality.**

Partner Reminders:

Supporting SYEP Youth Beyond the Summer



Maintain Accurate Records:

- Keep names, dates, and roles of SYEP participants on file.
- Records support job, secondary-education, and program applications.
- Helps verify experience and boost the credibility of the program.



Be a Professional Reference:

- SYEP is often a youth's first formal job, and your reference carries weight.
- Offer performance-based feedback when requested.
- Help validate their growth, reliability, and contributions.



Stay Available for Follow-Up:

- Respond to post-program verification or reference requests.
- Former SYEP supervisors can have a powerful impact on the career trajectory.
- Designate a staff member to handle inquiries.



Your Role Matters:

- Mentorship goes *beyond* the summer.
- Your professionalism models workplace standards.
- A small gesture from you can lead to *big opportunities* for them.

*Your
continued
support*

opens doors for
youth
advancement



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A group of people are gathered around a wooden table, engaged in a collaborative activity. They are using various tools and materials: a yellow highlighter, a white mug, a black lamp, and several sheets of paper. The papers are covered with numerous colorful sticky notes (pink, green, yellow, blue) and some printed documents, including one titled 'INFORMATION'. The scene suggests a brainstorming session or a project planning meeting.

What's next for the Youth@Work Programs?

Youth@Work Internship Program

2025-2026 Cohort:



The mission of the Prince George's County Youth@Work Internship Program is to:

- **Expose** candidates to temporary and permanent opportunities within the Prince George's County Government agencies.
- **Employ** young adults beyond the 6-week Summer Youth Enrichment Program period.
- **Attract** strong talent in entry-level roles within the Prince George's County Government.

Agency partners and interested youth will be invited to live presentation sessions in **August 2025**.



YOUTH@WORK





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

facebook



Instagram



X

