

**Workforce Innovation and Opportunity Act  
Participant Timesheet Requirements**

1. Participant, Site Supervisor and Case Manager are all required to sign and date the timesheet on the signature lines at the bottom.
2. The timesheet may not be signed and dated until after the hours have been worked.
3. Timesheets must be completed with blue or black ink.
4. Hours must be reported in quarter-hour increments.
5. Lunch periods of 30 minutes or longer are unpaid and should be reflected on the timesheet.
6. Copies of all participant timesheets are to be submitted to Hampton Roads Workforce Council's Youth Program Coordinator on the 10th of each month for the previous month.