Partner Information Session

June 15, 2023
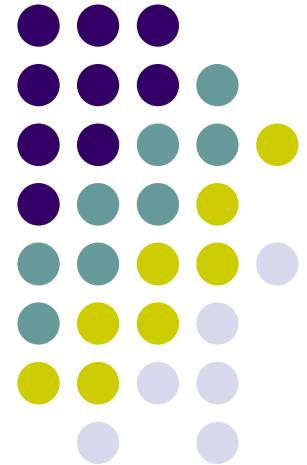
Areas of Discussion

- 2023 Key Dates
- Kick-off Celebration Update
- Time & Attendance Training
- Day 1 Orientations
- Q & A

2023 Key Dates
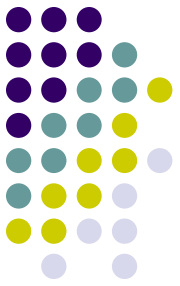
ACTIVITY	START	END
✅ Application Period	Wednesday, March 1, 2023	Friday, March 31, 2023
✅ Selection & Placement	Tuesday, April 11, 2023	Friday, April 28, 2023
✅ Onboarding	Monday, May 1, 2023	Wednesday, May 31, 2023
⭐ Program Kick-Off & Orientation	Thursday, June 29, 2023	
2023 SYEP Dates	Wednesday, July 5, 2023	Friday, August 11, 2023
Worksite Orientations	Wednesday, July 5, 2023	
Program Closing Celebration	Friday, August 11, 2023	
Payday #1	Friday, July 28, 2023	Friday, July 28, 2023
Payday #2	Friday, August 11, 2023	Friday, August 11, 2023
Payday #3	Friday, August 25, 2023	Friday, August 25, 2023

✅ Completed Activity

⭐ Current Activity

Kick-Off Celebration

The SYEP Kick-Off will cover:

1. Program kick-off from the County Executive and OHRM Director

2. Highlight former SYEP participants that are now County employees

3. SYEP Orientation

SAVE THE DATE

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

Angela D. Alsobrooks
County Executive

2023 Explosion!

Virtual Kickoff

Thursday, June 29, 2023

10 a.m.

(1 hour)

Virtual Kick Off Celebration

SYEP EXPLOSION

Thursday, June 29, 2023
10:00 A.M.

featuring

Joe Clair

*Kick-Off Celebration Host
Comedian & Radio Talk Show &
Host of the DMV Zone*
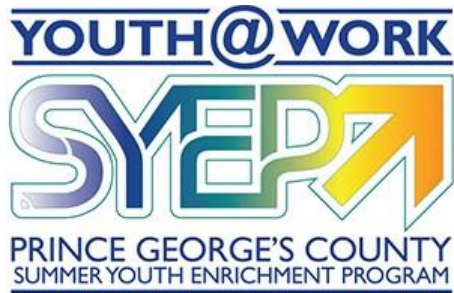
Time and Attendance

- SYEP Roster
- Hourly Time Reporting, Timesheet Instructions & Payment Schedule
- Stipend Time Reporting, Timesheet Instructions & Payment Schedule
- Submission of Time
- Time Reporting Reminders
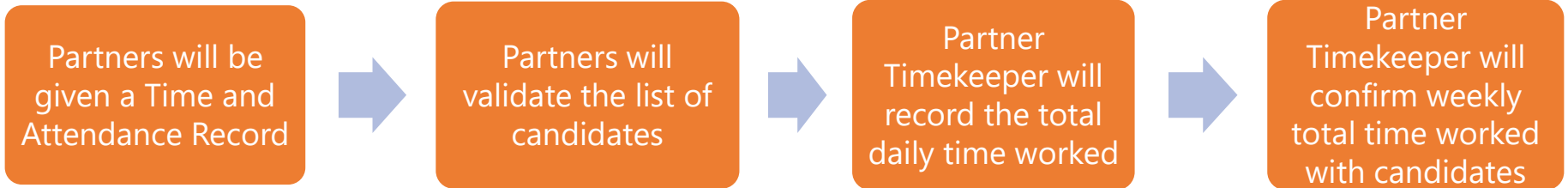
SYEP Roster

Participant Roster

- Final rosters will be registered in your SharePoint folders.

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

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

Hourly Time Reporting

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┌─────────────────────┐   ┌─────────────────────┐   ┌─────────────────────┐   ┌─────────────────────┐
│ Partners will be    │   │ Partners will       │   │ Partner             │   │ Partner             │
│ given a Time and    │ ▶ │ validate the list   │ ▶ │ Timekeeper will     │ ▶ │ Timekeeper will     │
│ Attendance Record   │   │ of candidates       │   │ record the total    │   │ confirm weekly      │
│                     │   │                     │   │ daily time worked   │   │ total time worked   │
│                     │   │                     │   │                     │   │ with candidates     │
└─────────────────────┘   └─────────────────────┘   └─────────────────────┘   └─────────────────────┘
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EXAMPLE

First Name	Middle Initial	Last Name	Employee ID	Age Group	Mail Distribution Code	Program Total	7/5/2023	7/6/2023	7/7/2023	7/10/2023	7/11/2023	7/12/2023	7/13/2023	7/14/2023	Comments
Misty	C	Blue	70695	23-SYEP-18-22	SYEP-CF-OHRM	32	8	8	0	0	0	0	8	8	out of town (7/7-7/12)

- 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 name, employee ID, age group, 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.

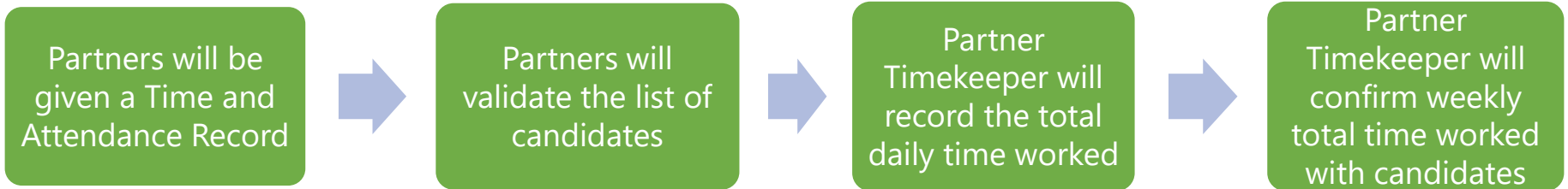| AGE GROUP	PAY RATE/HOUR	MAXIMUM WEEKLY HOURS
14 & 15	$11.26	24
16 & 17	$12.59	32
18 – 22	$13.25	40

Hourly Payment Schedule

Age Group	Program	Duration (weeks)	Last Day Worked	Pay Day July 28	Pay Day Aug 11	Pay Day Aug 25
14-15	Energy Conservation	5	Aug 4	X	X	
16-17	Government/PGCPS/Nonprofits	6	Aug 11	X	X	X
16-17	MNCPPC – Parks & Recreation	6	Aug 11	X	X	X
18-22	Government/Non-Profits	6	Aug 11	X	X	X

Reminder:

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

Stipend 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	Age Group	Mail Distribution Code	Program Total	7/5/2023	7/6/2023	7/7/2023	7/10/2023	7/11/2023	7/12/2023	7/13/2023	7/14/2023	Comments
Joseph	M	Smith	SYEP46577815	23-SYEP-16-17	SYEP-S-JRT-PGCC - Bring Your A Game	7	1	1	0	1	1	1	1	1	out sick on 7/7

- 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 name, employee ID, age group, 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 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	$300.00
16 & 17	$400.00
18 to 22	$500.00

Stipend Payment Schedule

Age Group	Program	Duration (weeks)	Last Day Worked	Pay Day Aug 11	Pay Day Aug 25	Pay Day Sept 8
14-15	Bring Your "A" Game Job Training	4	July 31	X		
14-15	My Career Blueprint: Job Training	4	July 28	X		
16-17	Aviation Program: Career Exploration	4	July 28	X		
16-17	Bring Your "A" Game Job Training	4	July 28	X		
16-17	My Career Blueprint: Job Training	4	July 31	X		
16-17	Next Generation Scholars Cohort: Career Readiness and Exploration	4	July 28	X		
16-17	Summer of Success: Job Training	4	July 28	X		
18-22	Workplace Readiness Job Training	4	July 28	X		
18-22	Information Technology Help Desk – Industry Training	4	July 28	X		
18-22	Administrative Support Jumpstart Training	6	Aug 11		X	
18-22	Automotive Technology – Industry Training	6	Aug 11		X	
18-22	Medical Billing & Coding – Industry Training	6	Aug 11		X	
18-22	Medical Office Assistant – Industry Training	6	Aug 11		X	
18-22	Heating, Ventilation & Air Conditioning Technician (HVAC) – Industry Training	9	Aug 30			X

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

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

Submission of Time

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

Time Reporting Reminders

- Worksite supervisors must ensure that all time submitted is accurate.

- Adjustments to time must be submitted by the worksite supervisor within two weeks after the initial pay.

- All rosters are final.

- If there are modifications to your roster, please send an email to SYEPPartners@co.pg.md.us regarding the issue.

Partners will receive:
- Final participant rosters
- Participant Timesheets and Timesheet Instructions
- Badges for on-site participants

Be ready for your participants on Day 1!

Day 1 Orientations

- We want each worksite to plan a **Day 1 Orientation**
- The **SYEP Orientation** will be covered during the Kickoff. Please replay it during Day 1 Orientation at the worksite.

Day 1 Worksite Orientation Agenda

Welcome

Introductions & Icebreaker

SYEP Orientation Review

Partner/Worksite Orientation

The Organization

The Work Assignment

"A Day in the Life"

Expectations

Worksite Contacts

Details in the May Partner Information Session package

OHRM Office of Human Resources Management

Angela D. Alsobrooks
County Executive

For SYEP Partner questions, please contact:

SYEPPartners@co.pg.md.us

Please direct youth questions to: **SYEP@co.pg.md.us**

Follow SYEP on social media: