

Jefferson County Summer Youth Employment Program at Miles College

Frequently Asked Questions

PAY CHECKS AND TIMESHEETS

HOW DO I GET MY MONEY.....

Q: When do I get a check?

A: There are two answers to that one, a short answer and a long answer you should read both!

Short answer: Pay dates are July 10, 24th, August 7th and final pay date to be arranged

Long Answer: If you joined the program late or any payroll, HR or compliance forms were incomplete your pay will not be available on those dates.

Q: So I can work and not get paid?

A: There are two answers to that one, a short answer and a long answer you should read both!

Short answer: You will get paid for all of the dates that you worked and for orientation.

Long Answer: If you do not submit your documents that government requires for you to work, and that the college requires for you to pick up check, you will NOT be able to receive your check. Just like financial aid at college, or going to the bank with an outstanding balance, we can not release your check until all issues are resolved.

Q: How do I know that I don't have any holds?

A: You can call our Business Coordinator, Mrs. Linda Chambers and her staff at 929-1405 to make sure that all of your documents are complete. Our goal is to pay you as soon as we can so we will do everything possible to help you resolve any outstanding issues.

WHAT DO YOU NEED FROM ME.....

Q: How do I do a timesheet?

A: There are three important things to remember about time sheets – accuracy, completion and information. Make sure your hours are correct...PLEASE don't try to remember time or change your time in any way. In fact only your supervisor can verify your time. You and your supervisor will transfer information from your sign in and sign out sheet at work to our timesheet every other Monday. Fill out the top completely especially your NAME and all relevant phone numbers and you and your supervisor need to SIGN IT.

Q: What if my supervisor can't sign my timesheet?

A: This should be rare or anticipated event. Your supervisor, by law is the only person that can say you worked those hours. Their signature is certification that you worked the times that you are submitting for payment. Please call us at 929-1405 and let us know if the supervisor is out of the office and/or if you have been reassigned we will help get the document signed for you.

Q: What happens if I can't get my paycheck?

A: It waits on you until you can come and get it. Your check will not go away.

Q: What happens if I notice a problem on my timesheet?

A: Some problems of forgetting to put hours worked on your timesheet commonly happens when someone switches a site. We try to manage that process and if there is a situation where you are missing hours from another site we will verify those hours and you will be paid for them!

Q: What happens if I put time on my timesheet that I did not work?

A: Your supervisor will check your timesheet, we have field coordinators who will check your timesheet, we have a processing team that counts your hours, the business coordinator adds up the hours, the executive director reviews all the timesheets, the payroll department enters the timesheet into the system and our internal auditor reviews all of our processes for our Vice President to authorize for payment...in other words...if you put times on your timesheet that you did not work it may delay your payment and/or your subsequent pay will be docked. If it is a reoccurring offense you will be released from the program.

So only write down the hours you worked. Anything else is fraud.

Q: Why do I need an ID to get my check?

A: It's the law. You may also wonder why we require a Miles College ID? It's our policy. These are put in place for your protection. Your mother can drive you to get your check and stand by your side when you pick it up but she can not get your check for you.

Q: How come my friend who made the same hours as me make more (or less) money?

A: Check the FIT and SIT your Federal and State Income Tax withholding you may have filed differently on the tax form. If you notice that there are errors in the hours paid please call us at 929-1405 or email us at milescollegeleadears@gmail.com and we will have it resolved by the next pay period.

Q: I did everything for HR and payroll how come I don't have a check?

A: It could be as simple as a missing signature or a set of documents that is missing. The typical delay is signatures or filling out short forms. We are able to help you fix these and get you paid as soon as we can.

Q: Who do I call if a problem or question?

A: Call 929-1405 our main number first and then ask for our business coordinator Mrs. Linda Chambers or the Assistant Manager Mr. Karl Lee who can help with any problems. You can always ask to speak to the Executive Director, Dr. Jarralynne Agee or email her at milescollegeleaders@gmail.com.