

Northwest Workforce Service Area Letter 108.1

Subject: Submittal of Work Experience Time Sheets

Issuance Date: 1 January 2004

Effective Date: 1 January 2004, Revised 1 July, 2010

Action: To clarify the Northwest Workforce Service Area procedures in the processing and payment of the participant work experience time sheets for the contracted service providers.

Who: Workforce Investment Board Members, Local Elected Official Board Members, and Program Providers.

Background: The Northwest Private Industry Council (NWPIC) contracts with Inter-County Community Council to provide accounting services to the NWPIC. Part of the accounting function is the processing of the work experience payroll and the issuance of participant checks. Variances in how time sheets have been processed locally by program providers and how times sheets have been submitted to Inter-County Community Council for payment have developed over time. The purpose of this policy is to clarify the process to be used by program providers in submitting time sheets for payment. This is meant to establish uniform policy and procedures for program provider staff in each of the WorkForce Centers.

Policy and Procedures: The following general procedures will be followed for the submittal of all Work Experience Time Sheets.

1. Program Providers will mail, email or fax **ALL** work experience time sheets to the Northwest Private Industry Council by noon the Monday following the end of the two week pay period. Program Providers are NOT to mail copies of time sheets to the NWPIC that have been faxed.

2. Time sheets are to be mailed to the following address:

Northwest Private Industry Council
ATTN: Suzan Gagner
220 Pennington Avenue South, Suite B
Thief River Falls, MN 56701

3. Time sheets may be faxed to the following fax number:

ATTN: Suzan Gagner
218-683-5461

4. Time sheets may be emailed to the following email address:

sgagner@nwpic.net
5. NWPIC staff will review each of the participant time sheets for accuracy and will approve each time sheet prior to authorizing payment.
6. NWPIC staff will contact work sites and/or program operator staff when it has been identified that a particular participant has not submitted a time sheet.
7. ALL time sheets will be submitted to Inter-County Community Council by the NWPIC. Participant time sheets sent directly to Inter-County Community Council will be returned to the NWPIC for approval thus delaying payment.
8. It is important that program provider staff make work experience participants aware of the payroll schedule and the procedures to be followed in submitting time sheets to the NWPIC for payment. In particular, program provider staff is to inform participants of the consequences of not submitting time sheets on a timely basis.
9. It is the responsibility of each participant to see that their time sheets are completed and submitted by the required dates. Time sheets that are submitted late may not be paid on the scheduled date.

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