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PARTICIPANT HANDBOOK FOR PAID WORK EXPERIENCE

Revised 10.21.26



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Employ Milwaukee is an Equal Opportunity Employer and Service Provider. Auxiliary aids and services are available upon request to individuals with disabilities. If you need this information interpreted to a language you understand or in a different format, at no cost to you please contact Carrie Hersh, Equal Opportunity Officer, at (414) 270-1726 or Carrie.Hersh@EmployMilwaukee.org. Callers who are deaf or hearing or speech-impaired may reach us at Wisconsin Relay Number 711.

IMPORTANT! This document contains **important information** about your rights, responsibilities and/or benefits. It is critical that you understand the information in this document, and we will provide the information in your preferred language at no cost to you. **Call (414) 270-1726** for assistance in the translation and understanding of the information in this document.

¡IMPORTANTE! Este documento contiene **información importante** sobre sus derechos, responsabilidades y/o beneficios. Es importante que usted entienda la información en este documento. Nosotros le podemos ofrecer la información en el idioma de su preferencia sin costo alguno para usted. **Llame al (414) 270-1726** para pedir asistencia en traducir y entender la información en este documento.

TSEEM CEEB! Daim ntawv no muaj ib **cov lus tseem ceeb** qhia paub txog koj cov cai, cov luag hauj lwm thiab/los yog cov kev pab. Nws yog ib qho tseem ceeb uas koj yuav tau to taub cov lus nyob hauv daim ntawv no, thiab peb yuav muab tau cov lus no txhais ua koj hom lus yam koj tsis tau them nyiaj dab tsi. **Hu rau (414) 270-1726** yog xav tau kev pab kom muab cov lus nyob hauv daim ntawv no txhais rau koj kom koj to taub.

Attendance & Punctuality

Attendance

As part of this subsidized employment opportunity, we know that regular attendance will help you get the most out of your training and work experience. Participants are expected to limit absences to no more than two days per month throughout the program. If a third absence occurs in the same month, it may affect your continued participation in the program.

If you are out of work due to an illness for more than two consecutive workdays, please provide a doctor's note to your worksite supervisor when you return.

Some worksites require participants to commit to the full duration of the assignment and are unable to approve time-off requests. If your worksite allows time-off requests, please discuss them in advance with both your supervisor and the Career Planner assigned to your site. While requests will be considered, approval is based on the needs of the worksite and program requirements and cannot be guaranteed.

Punctuality

Attendance and punctuality are important parts of a successful work experience. Arriving on time each day demonstrates reliability and helps you build the skills employers value most. If you arrive late, your supervisor will talk with you about any challenges you may be experiencing and work with you to help you stay on track. Repeated tardiness may lead to additional conversations and corrective action,

We understand that situations sometimes arise that make it difficult to get to work or attend a scheduled shift. If you are unable to report to work, please contact your supervisor as soon as possible and before

your shift begins. Communicating early and directly shows responsibility and respect for your team. Be sure you know who to contact and have their phone number readily available.

Your success in this program depends not only on the skills you learn, but also on the workplace habits you develop. If you are having issues that make it difficult to get to work or maintain consistent attendance, contact your Career Planner. Support may be available to help. Consistent attendance, timely communication, and a commitment to being present and engaged will help you make the most of this opportunity and prepare you for future employment success.

Working Hours

We expect participants to manage their schedules responsibly and work only their assigned hours. Please coordinate with your worksite supervisor if any scheduling questions arise. Because Employ Milwaukee does not approve or reimburse overtime, all work should be completed within scheduled hours.

Breaks

Taking breaks is an important part of maintaining a productive workday. Participants who work more than 4 hours in a day should take a paid 15-minute break. Participants who work more than 6 hours in a day should take an unpaid 30-minute lunch break. Your worksite supervisor will review any site-specific break and lunch procedures with you to help ensure a smooth work experience.

Workplace Protections and Employment Terms

Temporary Employment Status

The Employ Milwaukee Paid Work Experience Opportunity is a temporary employment experience designed to help you build skills, gain workplace experience, and prepare for future employment opportunities. Because this is a temporary position, participants are not eligible for unemployment insurance, health insurance, retirement benefits, sick leave, or holiday pay through this program.

Working Conditions

You have the right to work in a safe, healthy, and respectful environment. If you ever have concerns about your working conditions or believe they do not meet appropriate safety standards, please speak with your worksite supervisor or your assigned Employ Milwaukee staff member. We are committed to helping ensure a positive and productive work experience.

Workers Compensation

While participating in your Paid Work Experience, you are covered by Workers' Compensation insurance. If you experience a work-related injury and require medical treatment, the Workers' Compensation policy may help cover eligible medical expenses.

If an injury, accident, or workplace incident occurs, please notify your worksite supervisor as soon as possible so that appropriate support, documentation, and next steps can be provided.

Pay Rate

Your pay or stipend rate will be based on the skill level of your position and will always meet or exceed the federal minimum wage. Your rate of pay and other placement details will be provided to you on your worksite assignment document before you begin your work experience.

Professional Conduct

We believe every participant is capable of being successful and contributing positively to the worksite. To support a productive and respectful environment, participants are expected to:

- Treat co-workers, worksite staff, and themselves with courtesy, professionalism, and respect at all times.
- Follow all worksite policies, procedures, and workplace expectations, including maintaining appropriate workplace behavior and communication.
- Adhere to worksite-specific guidelines regarding cell phone usage, computer usage, and dress code.
- Demonstrate reliability, accountability, and commitment to maintaining a safe and positive work environment.

One of the goals of the Employ Milwaukee Paid Work Experience Opportunity is to help participants build strong decision-making skills and develop positive workplace behaviors.

Prohibited Activity

As a participant in the Employ Milwaukee Work Experience Opportunity, there are certain activities that are not permitted. These guidelines are in place to help ensure a safe, productive, and professional work experience for everyone involved. Therefore, you may not participate in the following activities while enrolled in the program:

- Political Restrictions
 - You must not take part in any political activity during working hours.
 - You may not take part in any political activity in which you present yourself as an Employ Milwaukee Work Experience Participant.
 - You may not be discriminated against because of your political beliefs.
- Restrictions on Religious Activities
 - You may not engage in religious or anti-religious activities as part of their assigned work duties or in a manner that promotes or discourages religion on behalf of the program. However, you may engage in personal religious expression and observance, and reasonable accommodations for sincerely held religious beliefs will be provided unless doing so would create an undue hardship.
 - You may not be employed in the construction, operation, or maintenance of any facility that is used, or will be used in religious worship or instruction.

Evaluations

Your worksite supervisor will provide feedback on your performance throughout your work experience. The worksite supervisor will be provided with a progress report form, which should be completed mid-way through the work experience. This evaluation is a valuable opportunity to recognize your strengths, celebrate your accomplishments, and identify areas for continued growth. In addition, Employ Milwaukee staff may visit worksites to conduct brief participant interviews. These conversations give you a chance to share your perspective on the program, discuss your work experience, and provide feedback that can help strengthen future opportunities for participants.

Workplace Safety and Violence Prevention Policy

Employ Milwaukee complies with and supports the language and spirit of laws as they relate to the safety and health of employees, customers, visitors, and guests of employees. Employ Milwaukee recognizes that a place of employment safe from the fear of violence is fundamental to the health and well-being of both employees and customers alike. Employ Milwaukee hereby affirms its policy that all its employees, and work experience program participants, should work in an environment free from physical attack, threats, and menacing and harassing behaviors. To this policy, violence is commonly defined as the following:

Harassment

Behavior or communication designed or intended to intimidate, menace, or frighten another person (unwelcome words, actions or physical contact not resulting in physical harm), creating a hostile environment.

Sexual Harassment

Employ Milwaukee will not, under any circumstances, condone or tolerate conduct which may constitute sexual harassment on the part of its employees or work experience participant employees or designated worksite agencies or any of their staff whether they be personnel, management, supervisors or non-management personnel. It is our policy that all employees and work experience participant employees have the right to work in an environment free from any type of illegal discrimination, including sexual harassment. Any employee or work experience participant employee found to have engaged in such conduct would be subject to immediate discipline up to and including termination.

Sexual harassment is defined as:

- a. Making submission to unwelcome sexual advances or requests for sexual favors a term or condition of employment or youth participant employment;
- b. Basing an employment decision on submission or rejection by an employee or youth participant

employee of unwelcome sexual advances, requests for sexual favors or verbal or physical contact of a sexual nature;

- c. Creating an intimidating, hostile or offensive working environment or atmosphere either by
 - i. Verbal actions, including calling employees or youth participant employees by terms of endearment; using vulgar, kidding or demeaning language; or
 - ii. Physical conduct that interferes with an employee's or youth participant employee's work performance.

We, at Employ Milwaukee, do encourage professional and healthy relationships among its employees and work experience participant employees; however, employees and work experience participant employees or designated worksite agencies or any of their staff whether they be personnel, management, supervisors or non-management personnel, must be sensitive to acts of conduct which may be considered offensive by fellow employees or customers and must refrain from engaging in such conduct. It is, also, expressly prohibited for any employee or work experience participant employee or designated worksite agencies or any of their staff whether they be personnel, management, supervisors or non-management personnel to retaliate against employees or work experience participant employees who bring sexual harassment charges or assist in investigating charges. Retaliation is a violation of this policy and may result in legal action by Employ Milwaukee. No youth employee or youth participant employee will be discriminated against, or discharged, because of bringing or assisting in the investigation of a complaint of sexual harassment.

Threat

Expression of present or future intent to cause physical or mental harm. An expression constitutes a threat without regards to whether the party communicating has the present ability to do harm and without regard to whether the expression is contingent, conditional or future.

Physical Attack

Aggression resulting in physical assault with or without the use of a weapon. It is an unwanted or hostile physical contact such as hitting, fighting, pushing, shoving or the throwing of objects.

Property Damage

Behavior or acts that contribute to the damage or destruction of personal, private or company property. All verbal or non-verbal expressions or acts of harassment, threats and violence are always prohibited, especially whenever:

- The communication, behavior or act is so abusive and could cause another person psychological or physical harm.
- The communication, behavior or act damages company, employee, or work experience participant employee, or assigned worksite property or disrupts the work tasks of an individual or group of people within the workforce.

Procedures

Any employee or work experience participant employee who experiences or witness's

communication, behavior, conduct or acts in violation of this policy must immediately contact his/her worksite supervisor and the assigned Employ Milwaukee staff person. If safety, violence, or threat of violence is involved; law enforcement authorities should be called immediately.

Any worksite supervisor or manager who receives a complaint of harassment, threats, or violent behavior or acts, or who has reason to suspect that these behaviors or acts are occurring must notify their assigned Employ Milwaukee staff person. A written report must follow the initial verbal communication.

Upon being informed of an allegation of harassment, threat or violence, Employ Milwaukee will investigate the matter. Until the investigation is completed, Employ Milwaukee may remove the person who has allegedly perpetrated or was the recipient of the violent acts or the direct threats.

Upon the conclusion of the investigation, Employ Milwaukee will determine how to respond. In the interim, Employ Milwaukee will make responses as appropriate.

Appropriate disciplinary action, up to and including termination, will be taken in instances of misconduct, as judged by Employ Milwaukee.

Employees or work experience participant employees who knew of information about the harassment, threats and violence, but did not notify an appropriate person consistent with these procedures will be subjected to appropriate discipline, up to and including termination.

An employee or work experience participant employee will not be retaliated against by Employ Milwaukee for bona fide and good faith reporting of harassment, threats, or violence. An intentional false reporting of such acts will, however, be subject to disciplinary action, up to and including termination.

Corrective Action

Our goal is to help every participant succeed while ensuring a respectful, safe, and professional work environment for everyone. When workplace expectations are not met, the worksite will use the following progressive disciplinary process to support improvement and success:

1. Verbal Warning – First occurrence
2. Written Warning – Second occurrence
3. Suspension and/or Termination – Third occurrence

To maintain a safe and professional workplace, participation will be terminated immediately for serious violations, including but not limited to:

- Alcohol or drug use
- Fighting or threats of violence
- Theft
- Unauthorized or illegal computer usage

- Sexual activity in the workplace
- Vandalism or destruction of property

Quitting & Termination Procedures

We understand that career goals and circumstances can change. If you decide to move on from your job or training placement, please have a direct conversation with your supervisor about your plans.

To help ensure a smooth transition, provide advance notice to both your worksite supervisor and your assigned Career Planner. Whenever possible, a two-week notice is standard and professional practice.

If your placement ends unexpectedly or you are asked to leave the worksite, contact your assigned Paid Work Experience Career Planner as soon as possible. Keeping us informed allows us to understand the situation, provide support, and discuss next steps with you.

Summary of Participant Responsibilities

To help you succeed in your work experience, you are expected to take ownership of your role and approach the opportunity with professionalism and accountability. Here are the key expectations:

- Follow your assigned work schedule and arrive on time, ready to work.
- Understand your worksite's attendance policies, including expectations around tardiness and absences.
- Accurately record your hours worked each day on your electronic/paper timesheet and keep a copy for your records.
- Review your timesheet carefully and sign it yourself.
- Never sign a blank timesheet.
- Know your worksite supervisor's full name and contact information.
- Communicate with your supervisor as soon as possible if you expect to be late or absent.
- Follow all workplace policies, including dress code, safety requirements, and site-specific procedures.
- Take responsibility for securing your personal belongings, as Employ Milwaukee and the worksite cannot be responsible for lost, stolen, or damaged items.
- Maintain professional and respectful behavior with coworkers, supervisors, customers, clients, children, and anyone connected to the worksite.
- Demonstrate professionalism at all times. Respectful conduct helps create a positive and productive work environment.
- Report any concerns or behavior you believe is inappropriate to your worksite supervisor or Employ Milwaukee Work Experience Program staff.
- Follow scheduled break and lunch periods.
- Familiarize yourself with your rights, benefits, and the grievance process available to you.
- Participate in all required work activities, meetings, and informational sessions.
- Review your job description, training curriculum, and training plan regularly to support your learning and development.

Understand that participation in the work experience program does not qualify you for unemployment compensation if the work experience ends or is terminated.

This work experience is an opportunity to build skills, gain professional experience, and prepare for future success. Taking responsibility for these expectations will help you make the most of the program.

Appendices

The appendices you receive will depend on your specific placement. Employ Milwaukee will review only the appendices that apply to your placement.



Participant Handbook Receipt – Paid Work Experience

I acknowledge that I have received, reviewed, and had the opportunity to ask questions regarding the Employ Milwaukee Paid Work Experience (PWE) Employee Handbook, including the referenced appendices, prior to the start of my placement.

I also acknowledge that I have received a general orientation covering policies and grievance procedures.

I acknowledge and understand that violations of the rules and regulations set forth in this Handbook can and will be grounds for termination of employment with Employ Milwaukee.

I also understand that nothing in this handbook shall constitute or create a guarantee of permanent employment. I understand that my employment may be terminated with or without notice regardless of the provisions in this handbook.

The following appendices were provided to me (check all that apply):

- ☐ Appendix A: Stipend Timesheet Requirements
- ☐ Appendix B: Employer of Record Business
- ☐ Appendix C: ADP Payroll Procedures
- ☐ Appendix D: Participant Handbook Receipt – Paid Work Experience (2nd Copy)
- ☐ Appendix E: Payroll or Stipend Schedule
- ☐ Appendix F: ACH Direct Reportion Authorization
- ☐ Appendix G: Progress Report - Worksite

Signatures			
Print Participant Name			
Participant Signature		Date	
Print Representative Name			
Representative Signature		Date	

Form Date: 09.29.26

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Appendix A: Stipend Timesheet Requirements

A Stipend payment is a payment to a program participant to support the participant in an approved program activity, training, educational experience, work readiness activity, or other authorized program component. Participants shall be notified that the payment may constitute taxable income, and EMI will determine whether tax reporting is required under applicable IRS regulations. If tax reporting is required, EMI will report using standard IRS forms.

Stipend Timesheets – Stipend timesheets are used for those individuals receiving a stipend in accordance with a program. Stipend timesheets will be submitted to Employ Milwaukee on a bi-weekly basis, following the published subsidized payroll schedule, for processing. Incomplete time sheets may result in a delayed paycheck.

1. The stipend timesheet reflects the total number of hours you've worked during a given pay period. You are responsible for completing and signing your stipend timesheet. Your worksite supervisor will verify the hours and sign your Stipend timesheet as well.
2. Always check your time sheet to ensure that the hours shown are accurate. The Employ Milwaukee Work Experience Opportunity **WILL NOT** honor any unsigned stipend timesheets; therefore, it is your responsibility to make sure you have signed your stipend timesheet.
3. You and/or your supervisor are responsible for turning in your timesheet to your program staff on or before the due date as posted in the Subsidized payroll schedule.
4. Stipends may be taxable.

Appendix B: Employer of Record Business

At times employers will elect to be the Employer of Record for the work experience. This may be because they want to offer more hours than the maximum 29 hours that EMI is allowed to offer, or security type protocols they need Interns to be on their payroll. These employers will provide participants with the time keeping method they choose, and pay dates will be set by the employer. EMI will be invoiced by the employer monthly. Invoices should be sent to the Program Specialist they are working with and CC'd to invoicing@employmilwaukee.org.

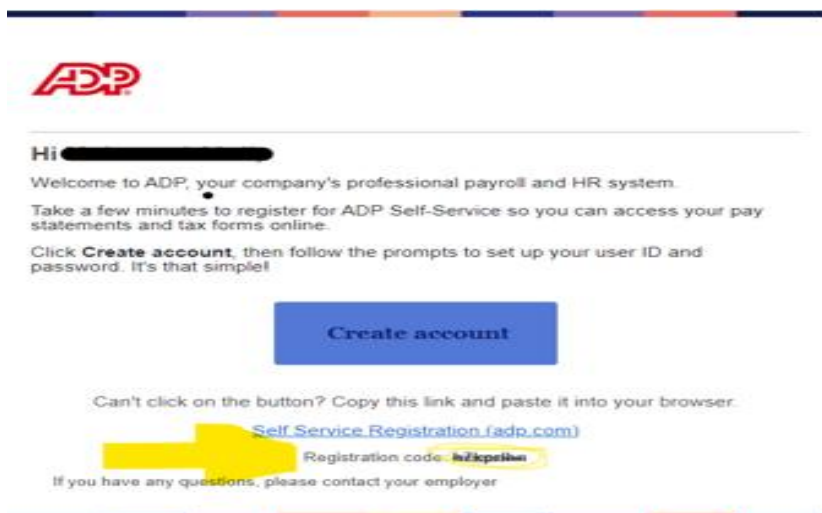
Appendix C: ADP Payroll Procedures

The time sheet reflects the total number of hours you've worked during a given pay period. You are responsible for completing and signing your timesheet. Your worksite supervisor will verify the hours and sign your timesheet as well.

1. Always check your time sheet to ensure that the hours shown are accurate. The Employ Milwaukee Work Experience Opportunity WILL NOT honor any unsigned timesheets; therefore, it is your responsibility to make sure you have signed your timesheet.
2. Timesheets will be submitted to Employ Milwaukee on a bi-weekly basis, following the subsidized payroll schedule, for processing. Incomplete time sheets may result in a delayed paycheck.
3. Payroll taxes are taken out.

Setting up your ADP Account

You will receive an email from ADP with your unique registration code. (The code in this picture will not work for you – please use the one from your email!)



Click on the blue box that says Create Account. (If the blue box doesn't work, click on the Self Service Registration link right below)

Then you will be able to setup a login and password.

You will see this screen, but the first time you're there, you will need to go next to New User? And click Get started.

Welcome to ADP®

User ID

☐ Remember User ID ⓘ

Next

[Forgot your user ID?](#)

New user? [Get started](#)

Then select “I have a registration code” and enter the one from your email.

Create Your Account

Creating an online account gives you secure and quick access to your personal, pay, HR and company information. It's easy.

Please select an option to continue.

Find me

[I have a registration code](#)

[← Back](#)

Enter Registration Code

Registration Code ⓘ

4fefjwhb

Continue

[← Back](#)

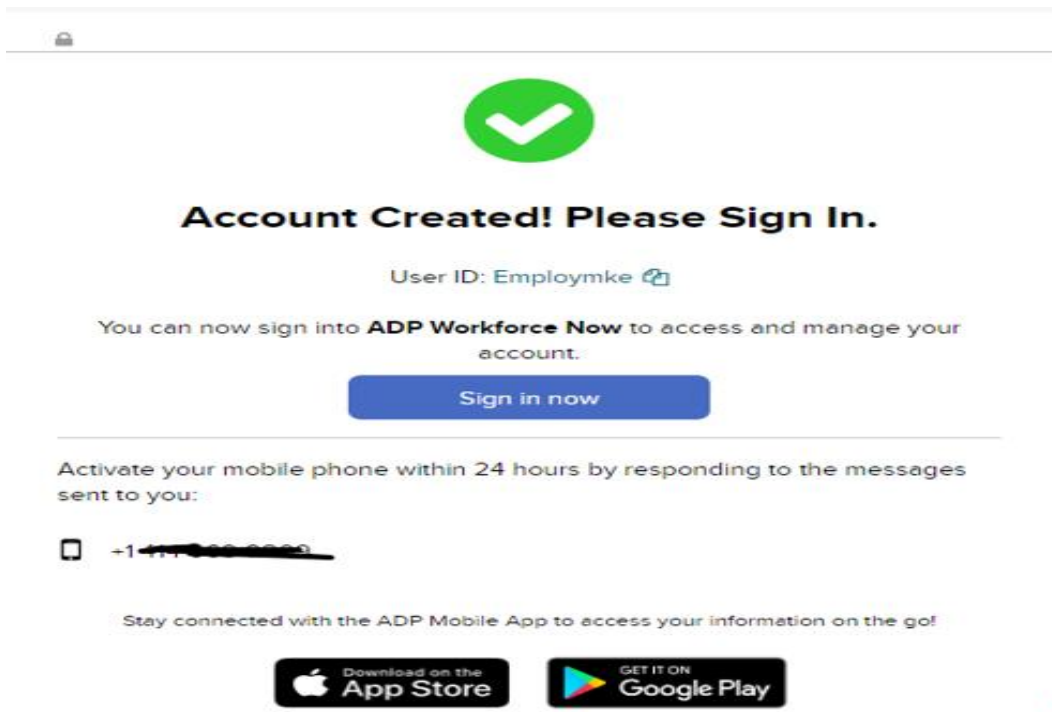
After clicking “continue” verify your identity with your full name and either the last four of your social security number or your date of birth.

The screenshot shows a four-step progress bar at the top: 'Enter Code' (completed), 'Identity Info' (active), 'Contact Info' (pending), and 'Create Account' (pending). Below the progress bar is a close button (X). The main heading is 'Let's Get Started'. The subtext reads: 'First, we'll need some information to create your account with **Employ Milwaukee**'. The form includes fields for 'First Name' and 'Last Name', both with red asterisks and information icons. Below these is the text 'And one of these*' followed by three radio button options: 'Last 4 Digits of SSN, EIN, or ITIN' (selected), 'Associate ID', and 'Birth Month and Day'. A text input field is provided for the selected option, with a lock icon and a link 'Why is this required?'. A 'Continue' button is at the bottom.

The next step is contact info. You will need to enter an email address and phone number.

The screenshot shows a section titled 'Help Us Protect Your Account'. The subtext reads: 'Primary Contact Information Enter an active email and mobile number to receive a verification code to confirm your identity or recover your account login information, if needed.' Below this is the 'Email*' section with a dropdown menu set to 'Personal' and a text input field containing 'employmke2@gmail.com'. The 'Phone*' section has a dropdown menu set to 'Personal, Mobile', a country dropdown set to 'US', and a text input field with a redacted phone number. At the bottom, there is a statement: 'It's OK to text and/or call me (via use of an auto-dialer or otherwise) about my account. I understand I can opt out any time.*' with a link icon. Below this are two radio buttons: 'Yes' (selected) and 'No'.

Then it will ask you to create a used id and password. Sorry! We missed taking a screenshot here!



Entering your hours worked into ADP

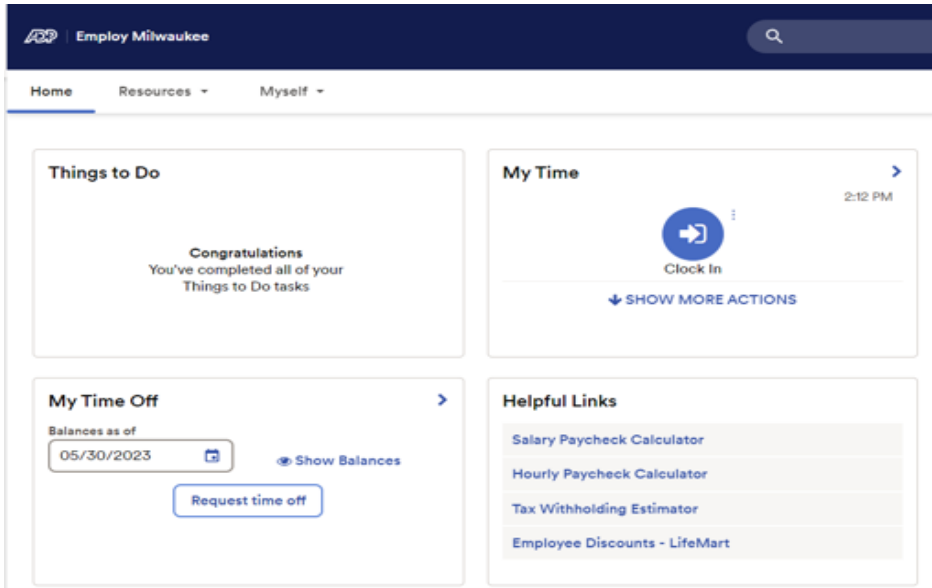
Log into ADP's Workforce Now website using this link: [ADP](#)

<https://online.adp.com/signin/v1/?APPID=WFNPortal&productId=80e309c3-7085-bae1-e053-3505430b5495&returnURL=https://workforcenow.adp.com/&callingAppId=WFN>

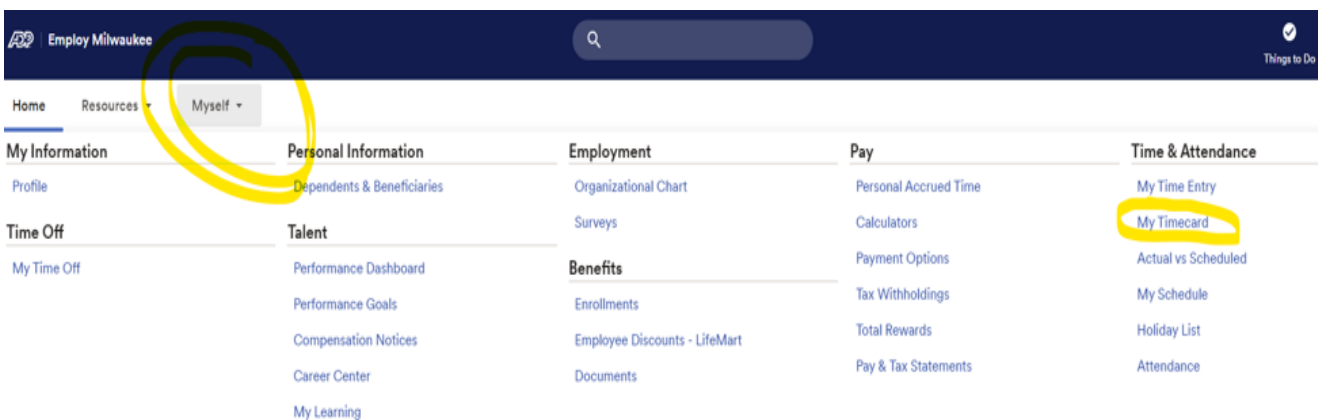
Enter your User ID and password

A screenshot of the ADP Workforce Now login page. At the top right, there is a language selector set to "English (US)". The main heading is "Welcome to ADP®". Below it, the "User ID" field contains the text "Employmke". There is a checkbox labeled "Remember User ID" with an information icon. The "Password" field is masked with dots. A blue "Sign in" button is positioned below the password field. Below the button is a link that says "Forgot your password?". At the bottom, there is a link for "New user ?" followed by a "Get started" link.

Here's what you should see when you log into ADP:



To enter your timecard, Click on “Myself” and then “My Timecard” under Time & Attendance



This is what will pull up. Using the correct days, enter your time under “In-Out”

- Do not include the time you spent on lunch break!
- If you worked 8-4:30, but took half an hour lunch, record that you worked 8-4
- Just type in 8AM and it will fill in correctly. Then 4PM (or whatever your hours were)

My Timecard ?



Home Department : 23MOA2 - FY23 MOA Payroll Buck/OVP

Current Pay Period ▼

5/15/2023

5/28/2023

Find

Timecard			Totals	Schedule	Supplemental Pay Codes	Time Off Balances	
	Week 1		In - Out	Pay Code	Hours	Employee Type	Distribution Code
	Mon	05/15	-		0.00	Subsidized Employee	23MOA
	Tue	05/16	-		0.00	Subsidized Employee	23MOA
	Wed	05/17	-		0.00	Subsidized Employee	23MOA
	Thu	05/18	-		0.00	Subsidized Employee	23MOA
	Fri	05/19	-		0.00	Subsidized Employee	23MOA
	Sat	05/20	-		0.00	Subsidized Employee	23MOA
	Sun	05/21	-		0.00	Subsidized Employee	23MOA
						Week 1 Totals	
	Week 2		In - Out	Pay Code	Hours	Employee Type	Distribution Code
	Mon	05/22	-		0.00	Subsidized Employee	23MOA
	Tue	05/23	-		0.00	Subsidized Employee	23MOA
Pay Period (0.00)			Week 1 (0.00)	Week 2 (0.00)			



Please make sure that you're in the "Current Pay Period" dates.

Do not enter anything into the "Next Pay Period" date ranges.

Timecard	Totals	Schedule
Week 1	In - Out	
Mon 05/15	08:00 AM -	
Tue 05/16		

Timecard	Totals	Schedule	Supplemental Pay Codes
Week 1	In - Out	Pay Code	Hours
Mon 05/15	08:00 AM - 04:00 PM		8.0
Tue 05/16	-		0.0



The hours will automatically be calculated. Leave “Pay Code” blank.

Timecard		Totals	Schedule	Supplemental Pay Codes	Time Off Balances			
Week 1		In - Out	Pay Code	Hours	Employee Type	Distribution Code	Daily Totals	▼ R
☰	Mon 05/15	08:00 AM - 04:00 PM		8.00	Subsidized Employee	23MOA	8.00	

Your distribution code will be set up by Employ MKE – don’t worry if it’s different from this example!

Distribution Code		E
23MOA		

Subsidized Employee	23MOA	0.00
Week 1 Totals		15.00

☰	Fri 05/26	-	
☰	Sat 05/27	-	
☰	Sun 05/28	-	

Pay Period (0.00)	Week 1 (0.00)	Week 2 (0.00)
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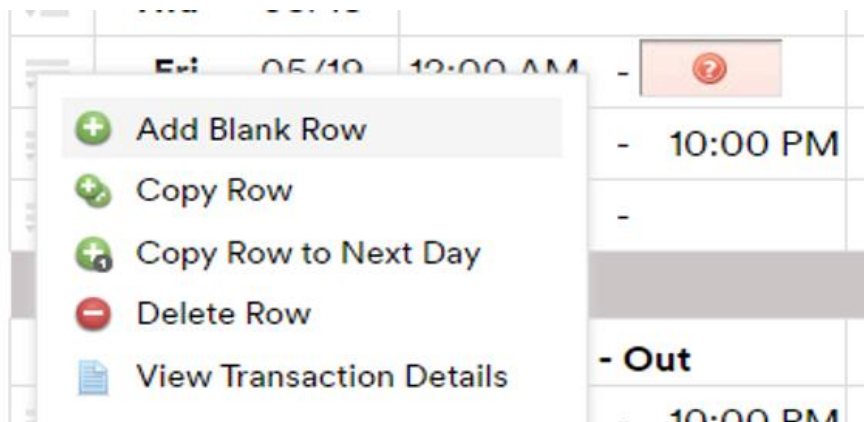
Save

Refresh

You can save your time every day or once a week – whenever you want!

If you make a mistake and get an error message that the row is wrong (for example, you started to put time on Sunday then realized that was wrong and tried to back it out...)

Just click on those little lines just on the side of the day, and this will pop up. Just delete the row that you need to. You can also add blank row as well if you want it back on the timecard.



Approving your time card

It's the end of the two weeks, and you need to approve your timecard.

All the way on the right-hand side, click on Approve Timecard.

Do you want to approve this timecard?

You are about to approve your timecard from 5/15/2023 to 5/28/2023.

This approval is for both Time pair and Supplemental Pay Codes. Do you want to continue?

Approve

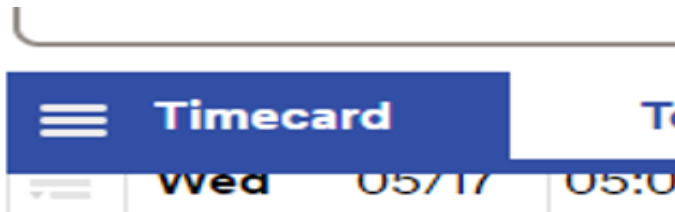
Cancel



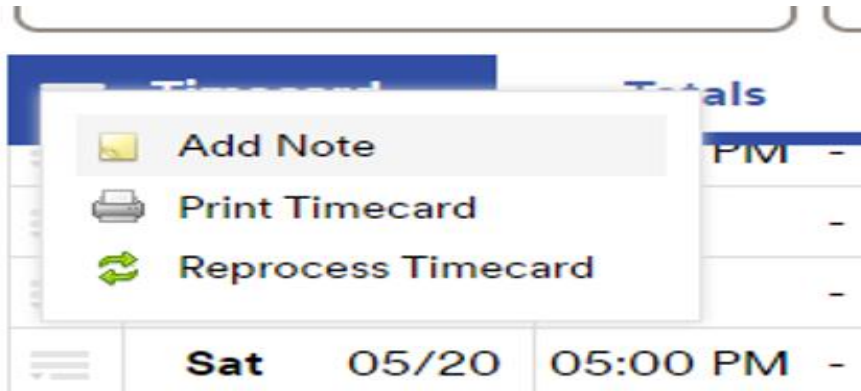
Printing your time card for signature

You need to print your timecard so that your supervisor can sign it.

Go to those three lines just on the left-hand side of Timecard...



Click those three lines and it will bring up:



This will pop up – make sure that Signature Lines is clicked (or click it) and then click print!

Print Timecard



View and Print Options:
☐ Exceptions ☒ Notes ☒ Supplemental Pay Codes ☒ Signature Lines [Print](#)

Printed: Tuesday, 5/30/2023 , 02:25 PM

Timecard 5/15/2023 - 5/28/2023 (Current Pay Period)

Employee: ██████████ FYF ██████████
 Payroll ID: ██████████ Company Code: FYF Supervisor: ██████████ (1W1000260)
 Employee Approval: Employee approved on 5/30/2023 at 02:25 PM. Timecard Approval: Not Approved

	Week 1	In - Out	Pay Code	Hours	Employee Type	Distrib
Mon	05/15	05:00 PM - 10:00 PM		5.00	Subsidized Employee	23MOA
Tue	05/16	-		0.00	Subsidized Employee	23MOA
Wed	05/17	05:00 PM - 10:00 PM		5.00	Subsidized Employee	23MOA

You want it to say employee approved, but it's ok that it says Not approved. Employ Milwaukee will do that part.

You've done your part and your paycheck is on the way!

Appendix D: Participant Handbook Receipt – Paid Work Experience (2nd Copy)



A proud partner of the **AmericanJobCenter** network

Participant Handbook Receipt – Paid Work Experience

I acknowledge that I have received, reviewed, and had the opportunity to ask questions regarding the Employ Milwaukee Paid Work Experience (PWE) Employee Handbook, including the referenced appendices, prior to the start of my placement.

I also acknowledge that I have received a general orientation covering policies and grievance procedures.

I acknowledge and understand that violations of the rules and regulations set forth in this Handbook can and will be grounds for termination of my employment with Employ Milwaukee.

I also understand that nothing in this handbook shall constitute or create a guarantee of permanent employment. I understand that my employment may be terminated with or without notice regardless of the provisions in this handbook.

The following appendices were provided to me (check all that apply):

- ☐ Appendix A: Stipend Timesheet Requirements
- ☐ Appendix B: Employer of Record Business
- ☐ Appendix C: ADP Payroll Procedures
- ☐ Appendix D: Participant Handbook Receipt – Paid Work Experience (2nd Copy)
- ☐ Appendix E: Payroll or Stipend Schedule
- ☐ Appendix F: ACH Direct Reportion Authorization
- ☐ Appendix G: Progress Report - Worksite

Signatures			
Print Participant Name			
Participant Signature		Date	
Print Representative Name			
Representative Signature		Date	

Form Date: 09.29.26

Employ Milwaukee is an Equal Opportunity Employer and Service Provider. If you need this information in an alternate format, or in a different language at no cost to you, please contact us at (414) 270-1700. Deaf, hard of hearing, or speech impaired callers can contact us through Wisconsin Relay Service at 711.