SYEP 2023 Payroll Reporting Form

Reporting Period

Program Name:

Total Unique Youth Served This Payperiod: 0

Total FA Eligible Youth on THIS claim: 0   **Total 200% Eligible Youth on THIS claim :** 0

Percent of Expenses Charged under FA   #DIV/0!

Percent of Expenses Charged under 200%   #DIV/0!

Youth Work Subsidies: Enter Hours Worked   **DO NOT ENTER DATA IN THESE COLUMNS**

	Youth Last Name	First Name	Number of hours claiming	Amount	Expense to TANF	NOTES
Enter the payperiod and check date	**PAYPERIOD**	**From (Date) to (Date)**		**Check Date (DATE)**		
1				$ -	$ -	
2				$ -	$ -	
3				$ -	$ -	
4				$ -	$ -	
5				$ -	$ -	
6				$ -	$ -	
7				$ -	$ -	
8				$ -	$ -	
9				$ -	$ -	
10				$ -	$ -	
11				$ -	$ -	
12				$ -	$ -	
13				$ -	$ -	
14				$ -	$ -	
15				$ -	$ -	
16				$ -	$ -	
17				$ -	$ -	
18				$ -	$ -	
19				$ -	$ -	
20				$ -	$ -	
21				$ -	$ -	
22				$ -	$ -	
23				$ -	$ -	
24				$ -	$ -	
25				$ -	$ -	
26				$ -	$ -	
	Total Youth Wages			$ -	$ -	
MUST match contract budget	**Fringe**	0.00%			$ -	
	Total Youth Wages and Fringe				$ -	

SYEP 2023 Payroll Reporting Form

Youth Work Subsidies:

	Youth Last Name	First Name	Number of hours claiming	Amount	Expense to TANF	NOTES
Enter the payperiod and check date **PAYPERIOD**		From (Date) to (Date)		Check Date (DATE)		
1				$ -	$ -	
2				$ -	$ -	
3				$ -	$ -	
4				$ -	$ -	
5				$ -	$ -	
6				$ -	$ -	
7				$ -	$ -	
8				$ -	$ -	
9				$ -	$ -	
10				$ -	$ -	
11				$ -	$ -	
12				$ -	$ -	
13				$ -	$ -	
14				$ -	$ -	
15				$ -	$ -	
16				$ -	$ -	
17				$ -	$ -	
18				$ -	$ -	
19				$ -	$ -	
20				$ -	$ -	
21				$ -	$ -	
22				$ -	$ -	
23				$ -	$ -	
24				$ -	$ -	
25				$ -	$ -	
26				$ -	$ -	
Total Youth Wages				$ -	$ -	
MUST match contract budget **Fringe**		0.00%			$ -	
Total Youth Wages and Fringe					$ -	

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Youth Work Subsidies:

	Youth Last Name	First Name	Number of hours claiming	Amount	Expense to TANF	NOTES
	PAYPERIOD	**From (Date) to (Date)**	*Enter Hours Worked*	**Check Date (DATE)**		
1				$ -	$ -	
2				$ -	$ -	
3				$ -	$ -	
4				$ -	$ -	
5				$ -	$ -	
6				$ -	$ -	
7				$ -	$ -	
8				$ -	$ -	
9				$ -	$ -	
10				$ -	$ -	
11				$ -	$ -	
12				$ -	$ -	
13				$ -	$ -	
14				$ -	$ -	
15				$ -	$ -	
16				$ -	$ -	
17				$ -	$ -	
18				$ -	$ -	
19				$ -	$ -	
20				$ -	$ -	
21				$ -	$ -	
22				$ -	$ -	
23				$ -	$ -	
24				$ -	$ -	
25				$ -	$ -	
26				$ -	$ -	
	Total Youth Wages			$ -	$ -	
	Fringe	**0.00%**			$ -	
	Total Youth Wages and Fringe				$ -	

Enter the payperiod and check date

MUST match contract budget

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	Youth Last Name	First Name	Number of hours claiming	Amount	Expense to TANF	NOTES
Youth Work Subsidies:			Enter Hours Worked	DO NOT ENTER DATA IN THESE COLUMNS		
Enter the payperiod and check date	**PAYPERIOD**	**From (Date) to (Date)**		**Check Date (DATE)**		
1				$ -	$ -	
2				$ -	$ -	
3				$ -	$ -	
4				$ -	$ -	
5				$ -	$ -	
6				$ -	$ -	
7				$ -	$ -	
8				$ -	$ -	
9				$ -	$ -	
10				$ -	$ -	
11				$ -	$ -	
12				$ -	$ -	
13				$ -	$ -	
14				$ -	$ -	
15				$ -	$ -	
16				$ -	$ -	
17				$ -	$ -	
18				$ -	$ -	
19				$ -	$ -	
20				$ -	$ -	
21				$ -	$ -	
22				$ -	$ -	
23				$ -	$ -	
24				$ -	$ -	
25				$ -	$ -	
26				$ -	$ -	
	Total Youth Wages			$ -	$ -	
MUST match contract budget	**Fringe**	**0.00%**			$ -	
Total Youth Wages and Fringe					$ -	

Youth Wages and Fringe Expenses	$ -
Total FA Expenses:	#DIV/0!
Total 200% Expenses:	#DIV/0!

SYEP 2023 Payroll Reporting Form

	Staff Name	Staff Position	Admin	Program	Actual Check Amount	Expense to TANF	NOTES
Enter the payperiod and check date	**PAYPERIOD**	**From (Date) to (Date)**			**Check Date**	**(DATE)**	
	Total Personnel Wages				$ -	$ -	
MUST match contract budget	**Fringe**	**0.00%**				$ -	
	Total Personnel Wages and Fringe					$ -	

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Staff Name	Staff Position	Admin	Program	Actual Check Amount	Expense to TANF	NOTES
PAYPERIOD	**From (Date) to (Date)**			**Check Date**	**(DATE)**	
Total Personnel Wages				$ -	$ -	
Fringe	**0.00%**				$ -	
Total Personnel Wages and Fringe					$ -	

SYEP 2023 Payroll Reporting Form

	Program and Administrative Personnel - MUST BE THE SAME AS IN APPROVED BUDGET	Indicate whether Admin or Program					
	Staff Name	Staff Position	Admin	Program	Actual Check Amount	Expense to TANF	NOTES
	PAYPERIOD	**From (Date) to (Date)**			**Check Date**	**(DATE)**	
	Total Personnel Wages				$ -	$ -	
	Fringe	**0.00%**				$ -	
	Total Personnel Wages and Fringe					$ -	

SYEP 2023 Payroll Reporting Form

Staff Name	Staff Position	Admin	Program	Actual Check Amount	Expense to TANF	NOTES
PAYPERIOD	**From (Date) to (Date)**			**Check Date**	**(DATE)**	
Total Personnel Wages				$ -	$ -	
Fringe	**0.00%**				$ -	
Total Personnel Wages and Fringe					$ -	

Personnel Expenses	$ -
Total FA Expenses:	#DIV/0!
Total 200% Expenses:	#DIV/0!

SYEP 2023 Expenses Reporting Form

Program Expenses:

Non-Personnel Program Expenses

MUST MATCH BUDGET Report your ITEM using the same termonology as that on the budget included in your contract

Vendor	Invoice - Receipt Date	Item	Invoice Total	Total to TANF	Notes
Total				$ -	
Total Program Expenses:	$ -				

Administrative Expenses:

Administrative Non-Personnel - Miscellaneous **MUST MATCH BUDGET** Report your ITEM using the same termonology as that on the budget included in your contract

Vendor	Item	Invoice Total	Total to TANF	Notes
		$ -	$ -	
		$ -	$ -	
		$ -	$ -	
		$ -	$ -	
		$ -	$ -	
		$ -	$ -	
		$ -	$ -	
		$ -	$ -	
		$ -	$ -	
		$ -	$ -	
Total			$ -	

Total Administrative Expenses:	$ -

Program and Administrative Expenses	$ -
Total FA Expenses:	$ -
Total 200% Expenses:	$ -