

TOP 10 WAYS TO GET TEENS PAID ON TIME

- 1 Enter a teen's correct Address, Social Security Number and Waiver in Cityspan before the Checklist Deadline.
 - 2 Enter Teen Attendance before the Attendance Deadline.
 - 3 A teen with zero attendance after the Attendance Deadline gets zero award.
 - 4 Check the right side of the Login Screen to see the most recent day Cityspan updated. After every update, run the Enrollee Checklist Report to see which teens are pending and which teens are enrolled.
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- 5 Program Awards verifies every Thursday morning. We run reports based on Thursday morning data. Consider Wednesday evening your time to enter your most important Checklist items that you need verified immediately.
 - 6 Consider items you enter in on a Thursday will get checked 5 business days later.
 - 7 If you know when the Award Date is, presume what you see on Cityspan 7 business days before to determine who is getting an award on time or not.
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- 8 The **3 most valuable documents** to check your work in Cityspan = Teen Stipend Administration Handout, Instructor/Liaison Stipend Tips (these two can be found in Cityspan Documents tab), and the Enrollee Checklist Report (a report you run within your program in Cityspan)
 - 9 Attendance differs from absences. Always keep up with attendance, but if Program Awards has maximum absence policy, keep that in mind. Look at the **Stipend Tips sheet** on how to enter makeup days for Apprenticeships.
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- 10** When in doubt, call the Teen Stipend Hotline: 312-768-5199
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BONUS: To make the language more clear, when Program Operations says "Let us Roster your teens, that means putting your teens in your program to begin with. We will try to strictly use "Pending vs Enrolled" language when we talk about the Teen Checklist and getting teens their award.