Career Institute Timesheet

Check the program you are enrolled in:

☐ CSEP ☐ CYEP ☐ WIOA

Career Mentor _____ **Participant Name (Last, First)** _____ **Participant Phone Number** _____

Please enter your daily total hours worked under the day of the week.

Do not write time in and time out, only the total number of hours worked

Fill out your time by quarter hour:

For 15 minutes use ¼ or .25 For 30 minutes use ½ or .5 For 45 minutes use ¾ or .75

Do not exceed 8 hours per day, 40 hours per week.

Dates:	11/14/20	11/15/20	11/16/20	11/17/20	11/18/20	11/19/20	11/20/20	
Total hours worked:	SAT	SUN	MON	TUES	WED	THUR	FRI	Total Hours

Dates:	11/21/20	11/22/20	11/23/20	11/24/20	11/25/20	11/26/20	11/27/20	
Total hours worked:	SAT	SUN	MON	TUES	WED	THUR	FRI	Total Hours

TOTAL HOURS FOR PAY PERIOD: ☐

Supervisor Evaluation

	Excellent	Acceptable	Needs Improvement	Unacceptable	Comments:
Attendance					
Appearance					
Attitude					
Ambition					
Accountability					
Appreciation					

24.2020

Participant Signature _____ **Date** _____ **Supervisor Signature** _____ **Date** _____

- Timesheets must have a completed **Supervisor Evaluation** and be **signed by participant *and* supervisor** for processing.
- Email your completed timesheet to: Payroll.cinow@gmail.com and your Career Mentor/Job Coach on the last day of the pay period by 5 p.m.
- Hours that are not submitted by the Timesheet Due Date, will need to have approval for payment. Therefore, payment will be delayed.
- Time claimed 30 days past due date, will *not* be eligible for payment.