



# Career Connections Summer Timesheet



\_\_\_\_\_  
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

Payments will be made by quarter hour only

For 15 minutes use  $\frac{1}{4}$  or .25

For 30 minutes use  $\frac{1}{2}$  or .5

For 45 minutes use  $\frac{3}{4}$  or .75

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

<b>Dates:</b>								
<b>Total hours worked:</b>	<b>SAT</b>	<b>SUN</b>	<b>MON</b>	<b>TUES</b>	<b>WED</b>	<b>THUR</b>	<b>FRI</b>	<b>Total Hours</b>

<b>Dates:</b>								
<b>Total hours worked:</b>	<b>SAT</b>	<b>SUN</b>	<b>MON</b>	<b>TUES</b>	<b>WED</b>	<b>THUR</b>	<b>FRI</b>	<b>Total Hours</b>

**TOTAL HOURS FOR PAY PERIOD:**

## Supervisor Evaluation

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

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Timesheets must have a completed Supervisor Evaluation and be signed by participant *and* supervisor for processing.

Deliver your completed timesheet to your Job Coach on the date it is due. If it is late, your timesheet will be paid in the next payroll period. **NO EXCEPTIONS!**