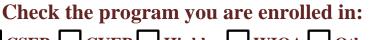
Career Institute Timesheet





	Career Mentor Participant Name (Last, First) Participant Phone N								Number
Please	enter	your o	laily	total l	nours w	<u>orked</u> u	nder the	e day of	the week.
[Do not v	vrite time	e in a	and time	out, only	the total r	number o	f hours wo	orked
For 15	minutes u	se ¼ or .2			ur time by 0 minutes us	/ quarter h		r 45 minutes	use ¾ or .75
		Do not	exce	ed 8 ho	ours per c	day, 40 ho	ours per	week.	
Dates:	2/11/201	7 2/12/20	17 2	2/13/20172	2/14/2017	2/15/2017	2/16/201 7	2/17/2017	
Total	SAT	SUN		MON	TUES	WED	THUR	FRI	Total Hours
hours worked:									
Dates:	2/18/201	7 2/19/20	17 2	2/20/2017	2/21/2017	2/22/2017	2/23/2017	2/24/2017	
Total hours worked:	SAT	SUN		MON	TUES	WED	THUR	FRI	Total Hours
		•	•	TO	TAL HOL	JRS FOR	PAY PE	ERIOD.	
Supervi	sor Eva	luation		10	IAL IIOC		A. I L	_IKIOD.	
		Excellent	Accep	ptable Ne	eds Improvem	ent Unacce	eptable Co	mments:	
Attendance									
Appeara									
Ambitio									
Ambitio Accoun									4.2017
Attitude Ambitio Accoun Appreci									

- Email your completed timesheet to: Payroll@cinow.org 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 Administrative approval for payment, therefore payment will be delayed.
- Time claimed 30 days past the time it is due will not be eligible for payment.