



Career Connections Summer Timesheet



Mickey Mouse
Career Mentor

Smith, Jane
Participant Name (Last, First)

(909) 123-4567
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.

Dates:	3/15/14	3/16/14	3/17/14	3/18/14	3/19/14	3/20/14	3/21/14	
Total hours worked:	SAT	SUN	MON	TUES	WED	THUR	FRI	Total Hours
		6	8	6	6	6		32

Dates:	3/22/14	3/23/14	3/24/14	3/25/14	3/26/14	3/27/14	3/28/14	
Total hours worked:	SAT	SUN	MON	TUES	WED	THUR	FRI	Total Hours
		8	8	6	6	8		36

TOTAL HOURS FOR PERIOD: 68

Supervisor Evaluation

	Excellent	Acceptable	Needs Improvement	Unsatisfactory	Comments:
Attendance	X				Perfect attendance!
Appearance		X			
Attitude		X			
Ambition	X				Very motivated
Accountability		X			
Appreciation		X			

Jane Smith

Participant Signature

3/27/14

Mickey Mouse

Supervisor Signature

3/27/14

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!**