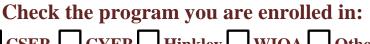
Career Institute Timesheet





Career Mentor F			Particip	Participant Name (Last, First)					Participant Phone Number			
Please	enter	your d	laily <u>to</u>	otal	<u>hours w</u>	ork	<u>ed</u> u	nder	the	day of	the week.	
[Do not v	vrite time	in and	time	out, only	the	total ı	numbe	r of	hours wo	orked	
For 15	minutes u	ıse ¼ or .25			our time by 30 minutes us			hour:	For	45 minutes	use ¾ or .75	
		Do not	exceed	8 ho	ours per d	day,	40 h	ours p	er v	veek.		
Dates:	8/26/2017	7 8/27/20	17 8/28	/2017	8/29/2017	29/2017 8/30/2		8/31/2017		9/1/2017		
Total	SAT	SUN	I M	ON	TUES	WED		THUR		FRI	Total Hours	
hours worked:												
Dates:	9/2/2017	9/3/201	17 9/4/	2017	9/5/2017	9/6/2017		9/7/2017		9/8/2017		
Total	SAT	SUN	I M	ON	TUES	WED		THUR		FRI	Total Hours	
hours worked:												
Supervis	or Evalı	ı			AL HOU							
Attondones		Excellent	Acceptab	le N	eeds Improvement		Unacceptable Cor		Com	ments:		
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- 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.