



# Career Institute Timesheet

Check the program you are enrolled in:

☐ CSEP ☐ CYEP ☐ Hinkley ☐ WIOA ☐ Other



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  $\frac{1}{4}$  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:              | 12/3/2016 | 12/4/2016 | 12/5/2016 | 12/6/2016 | 12/7/2016 | 12/8/2016 | 12/9/2016 |             |
|---------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------------|
| Total hours worked: | SAT       | SUN       | MON       | TUES      | WED       | THUR      | FRI       | Total Hours |
|                     |           |           |           |           |           |           |           |             |

| Dates:              | 12/10/2016 | 12/11/2016 | 12/12/2016 | 12/13/2016 | 12/14/2016 | 12/15/2016 | 12/16/2016 |             |
|---------------------|------------|------------|------------|------------|------------|------------|------------|-------------|
| 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   |           |            |                   |              |           |

25.2016

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.org](mailto: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.