



## San Bernardino County Career Institute Participant Time Sheet



\_\_\_\_\_  
Career Mentor

\_\_\_\_\_  
Participant Name

\_\_\_\_\_  
Participant Phone Number

|                         |                |                |                |                |                 |                 |                 |                                     |
|-------------------------|----------------|----------------|----------------|----------------|-----------------|-----------------|-----------------|-------------------------------------|
| <b>HOURS<br/>WORKED</b> | <b>10/6/12</b> | <b>10/7/12</b> | <b>10/8/12</b> | <b>10/9/12</b> | <b>10/10/12</b> | <b>10/11/12</b> | <b>10/12/12</b> | <b>Total hours<br/>for 1st week</b> |
|                         | SAT            | SUN            | MON            | TUES           | WED             | THURS           | FRI             |                                     |
|                         |                |                |                |                |                 |                 |                 |                                     |

|                         |                 |                 |                 |                 |                 |                 |                 |                                     |
|-------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------------------------------|
| <b>HOURS<br/>WORKED</b> | <b>10/13/12</b> | <b>10/14/12</b> | <b>10/15/12</b> | <b>10/16/12</b> | <b>10/17/12</b> | <b>10/18/12</b> | <b>10/19/12</b> | <b>Total hours<br/>for 2nd week</b> |
|                         | SAT             | SUN             | MON             | TUES            | WED             | THURS           | FRI             |                                     |
|                         |                 |                 |                 |                 |                 |                 |                 |                                     |

|                                       |
|---------------------------------------|
| <b>Total hours<br/>for both weeks</b> |
|                                       |

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

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

### Supervisor Evaluation

|                   | Excellent | Acceptable | Needs Improvement | Unacceptable | Comments |
|-------------------|-----------|------------|-------------------|--------------|----------|
| <b>Attendance</b> |           |            |                   |              |          |
| <b>Attitude</b>   |           |            |                   |              |          |
| <b>Appearance</b> |           |            |                   |              |          |
| <b>Job Skills</b> |           |            |                   |              |          |
| <b>Motivation</b> |           |            |                   |              |          |

### Payments will be made by quarter hour only

$\frac{1}{4}$  or .25 – for 15 minutes     
  $\frac{1}{2}$  or .50 – for 30 minutes     
  $\frac{3}{4}$  or .75 – for 45 minutes

**Your check will be mailed to the address on your W-4**

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

Timesheets must be signed by participant and supervisor for processing.

Fax your completed timesheet to **(909) 481-3947 by 5 p.m.**  
on the last day of the pay period.

If it is received later than this time it will be paid in the next payroll period.

**NO EXCEPTIONS!**