



## San Bernardino County Career Institute Participant Time Sheet



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

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

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

<b>HOURS WORKED</b>	<b>2/25/12</b>	<b>2/26/12</b>	<b>2/27/12</b>	<b>2/28/12</b>	<b>2/29/12</b>	<b>3/1/12</b>	<b>3/2/12</b>	<b>Total hours for 1st week</b>
	SAT	SUN	MON	TUES	WED	THURS	FRI	

<b>HOURS WORKED</b>	<b>3/3/12</b>	<b>3/4/12</b>	<b>3/5/12</b>	<b>3/6/12</b>	<b>3/7/12</b>	<b>3/8/12</b>	<b>3/9/12</b>	<b>Total hours for 2nd week</b>
	SAT	SUN	MON	TUES	WED	THURS	FRI	

<b>Total hours 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!**