



San Bernardino County Career Institute Participant Time Sheet



Career Mentor

Participant Name

Participant Phone Number

| | | | | | | | | |
|-------------------------|---------------|---------------|----------------|----------------|----------------|----------------|----------------|-------------------------------------|
| HOURS WORKED | 9/8/12 | 9/9/12 | 9/10/12 | 9/11/12 | 9/12/12 | 9/13/12 | 9/14/12 | Total hours for 1st week |
| | SAT | SUN | MON | TUES | WED | THURS | FRI | |
| | | | | | | | | |

| | | | | | | | | |
|-------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|-------------------------------------|
| HOURS WORKED | 9/15/12 | 9/16/12 | 9/17/12 | 9/18/12 | 9/19/12 | 9/20/12 | 9/21/12 | Total hours for 2nd week |
| | SAT | SUN | MON | TUES | WED | THURS | FRI | |
| | | | | | | | | |

| |
|---------------------------------------|
| Total hours for both weeks |
| |

Participant Signature Date

Supervisor Signature Date

Supervisor Evaluation

| | Excellent | Acceptable | Needs Improvement | Unacceptable | Comments |
|-------------------|-----------|------------|-------------------|--------------|----------|
| Attendance | | | | | |
| Attitude | | | | | |
| Appearance | | | | | |
| Job Skills | | | | | |
| Motivation | | | | | |

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!