



San Bernardino County Career Institute Participant Time Sheet



Career Mentor

Participant Name

Participant Phone Number

HOURS WORKED								Total hours for 1st week
	SAT	SUN	MON	TUES	WED	THURS	FRI	

HOURS WORKED								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!