



Career Institute Timesheet

Check the program you are enrolled in:

CYEP CSEP Hinkley

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

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 Fill out your time by quarter hour:

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

Dates:	10/13/23	10/14/23	10/15/23	10/16/23	10/17/23	10/18/23	10/19/23	
Total hours worked:	FRI	SAT	SUN	MON	TUES	WED	THUR	Total Hours

Dates:	10/20/23	10/21/23	10/22/23	10/23/23	10/24/23	10/25/23	10/26/23	
Total hours worked:	Fri	SAT	SUN	MON	TUES	WED	THUR	Total Hours

TOTAL HOURS FOR PAY PERIOD:

Supervisor Evaluation

	Excellent	Acceptable	Needs Improvement	Unacceptable	Comments:
Attendance					
Appearance					
Attitude					
Ambition					
Accountability					
Appreciation					

22.2023

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 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 approval for payment. Therefore, payment will be delayed.
- Time claimed 30 days past due date, will not be eligible for payment.