Career Institute Timesheet

Check the program you are enrolled in:

☐ CSEP ☐ Hinkley

Career Mentor _____ Participant Name (Last, First) _____ Participant Phone Number _____

Please enter your daily <u>total hours worked</u> under the day of the week.

Do not write time in and time out, only the total number of hours worked

Fill out your time by quarter hour:

For 15 minutes use ¼ or .25 For 30 minutes use ½ or .5 For 45 minutes use ¾ or .75

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

Dates:	**12/8/23**	**12/9/23**	**12/10/23**	**12/11/23**	**12/12/23**	**12/13/23**	**12/14/23**	
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					

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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.