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 <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:	11/26/27	11/27/27	11/28/27	11/2927	11/30/27	12/1/27	12/2/27	
Total hours worked:	FRI	SAT	SUN	MON	TUES	WED	THUR	Total Hours

Dates:	12/3/27	12/4/27	12/5/27	12/6/27	12/7/27	12/8/27	12/9/27	
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					

24.2027

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@gmail.com 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.