



# 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

Fill out your time by quarter hour:

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

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

<b>Dates:</b>	5/17/24	5/18/24	5/19/24	5/20/24	5/21/24	5/22/24	5/23/24	
<b>Total hours worked:</b>	FRI	SAT	SUN	MON	TUES	WED	THUR	Total Hours

<b>Dates:</b>	5/24/24	5/25/24	5/26/24	5/27/24	5/28/24	5/29/24	5/30/24	
<b>Total hours worked:</b>	Fri	SAT	SUN	MON	TUES	WED	THUR	Total Hours

**TOTAL HOURS FOR PAY PERIOD:**

## Supervisor Evaluation

	Excellent	Acceptable	Needs Improvement	Unacceptable	Comments:
<b>Attendance</b>					
<b>Appearance</b>					
<b>Attitude</b>					
<b>Ambition</b>					
<b>Accountability</b>					
<b>Appreciation</b>					

11.2024

\_\_\_\_\_  
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](mailto: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.