# Career Institute Timesheet

**Check the program you are enrolled in:**

  **CSEP**  **CYEP**  **Hinkley**  **WIOA**

![CI-black[1]]() 

**Garibay, T Susan B Anthony\_ 952-532-5565\_\_\_\_\_\_\_\_\_**

**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 workedFill 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:*** | **3/6/2021** | **3/7/2021** | **3/8/2021** | **3/9/2021** | **3/10/2021** | **3/11/2021** | **3/12/2021** |  |
| ***Total hours worked:*** | **SAT** | **SUN** | **MON** | **TUES** | **WED** | **THUR**  | **FRI**  | **Total Hours** |
|  |  |  | **8** | **6** | **4** |  | **18** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Dates:*** | **3/13/2021** | **3/14/2021** | **3/15/2021** | **3/16/2021** | **3/17/2021** | **3/18/2021** | **3/19/2021** |  |
| ***Total hours worked:*** | **SAT** | **SUN** | **MON** | **TUES** | **WED** | **THUR**  | **FRI**  | **Total Hours** |
|  |  | **4** |  | **8** |  | **7** | **19** |

 **TOTAL HOURS FOR PAY PERIOD**:

**37**

**Supervisor Evaluation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Excellent** | **Acceptable** | **Needs Improvement** | **Unacceptable** | **Comments:** |
| **Attendance** | x |  |  |  | Excellent on time and ready |
| **Appearance** |  | x |  |  | Need a bit of work |
| **Attitude** | x |  |  |  | Super |
| **Ambition** | x |  |  |  | Seeks new projects and Communicates |
| **Accountability** |  | x |  |  | Need to listen a bit more to direction |
| **Appreciation**  | x |  |  |  | Always grateful and kind |

**6.2021**

***Susan B Anthony Oprah Winfree***

**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.