



# Career Institute Timesheet

Check the program you are enrolled in:

CSEP    CYEP    Hinkley    WIOA



\_\_\_\_\_  
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 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.**

<b>Dates:</b>	2/25/2022	2/26/2022	2/27/2022	2/28/2022	3/1/2022	3/2/2022	3/3/2022	
<b>Total hours worked:</b>	FRI	SAT	SUN	MON	TUES	WED	THUR	Total Hours

<b>Dates:</b>	3/4/2022	3/5/2022	3/6/2022	3/7/2022	3/8/2021	3/9/2022	3/10/2022	
<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:
Attendance					
Appearance					
Attitude					
Ambition					
Accountability					
Appreciation					

5.2022

\_\_\_\_\_  
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.