

**SYELP 2022**

**Weekly Timesheet**

Participant Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pay Period \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Day** | **Time In** | **Time Out** | **Time In** | **Time Out** | **Total Daily Hours** |
|  | Sunday |  |  |  |  |  |
|  | Monday |  |  |  |  |  |
|  | Tuesday |  |  |  |  |  |
|  | Wednesday |  |  |  |  |  |
|  | Thursday |  |  |  |  |  |
|  | Friday |  |  |  |  |  |
|  | Saturday |  |  |  |  |  |
|  | |  |  | **Total Weekly Hours** | |  |

**Record time worked to the nearest quarter hour (15-minute interval)**

**Sign and date below**

Participant Signature ­­­­NG PROGRAM­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provider Signature \_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Participant is performing well. Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Check if satisfied with progress) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For Internal Use: Hours entered as weekly attendance in ETO \_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_