



Apprentice Timesheet

Time should also include all trainings, and be recorded in 15-minute increments. HIREd! Apprentice can serve no more or less than 15 hours within a seven-day period. Recorded hours do not include lunch or breaks.

Apprentice's Name	Time Period (Dates)

Date	Time In	Time Out	Total Hours	Date	Time In	Time Out	Total Hours
1				17			
2				18			
3				19			
4				20			
5				21			
6				22			
7				23			
8				24			
9				25			
10				26			
11				27			
12				28			
13				29			
14				30			
15				31			
16				Total Monthly Hours →			

Name of training(s) attended within this time period

Apprentice's Signature

MWR Site Mentor/Employer's Signature

Timesheet is not valid without both the HIREd! Apprentice's and MWR Site Mentor's signatures. Once received, hours cannot be changed.