



BLUEVALE COLLEGIATE

Co-operative Education

WEEKLY TIME SHEET (log)



****fill all blanks****

FOR THE WEEK OF: April 11 to 15
(start/end dates)

Student: Amy Bluevale

Due Date: April 19 Work Placement: ABC Company

Co-operative Education Teacher: Mr. Kemperman

DATE	START/END TIME	# HOURS WORKED	TASKS / ACTIVITIES (include sufficient detail about your tasks and remember to explain the purpose of each task; the 'why')
Monday (number date) 11	From: 12:00 To: 3:30	3.5	<ul style="list-style-type: none"> - reviewed payroll forms by making sure hours and wages were consistent so they could be processed by the accounting department - called an applicant to make them aware of their interview time; gave them the supervisor's name and company web address so they could prepare for the interview - unpacked new supplies in the stockroom and put them away in an organized fashion so people can find what they need
Tuesday 12	12:00 To 3:00	3	<ul style="list-style-type: none"> - attended training session where I learned how to operate new payroll software; the new software will make the payroll process easier, quicker and more accurate - spent the last 30 minutes practicing with the software; tough to learn at first but I'm getting the hang of it! - offered to help serve cake in the office for supervisor's birthday celebration next week
Wednesday 13	12:00 To 3:00	3	<ul style="list-style-type: none"> - greeted three job applicants as they arrived for their interviews; I had them sign in and directed them to where they had to go - filed old payroll forms in the storeroom because the company has to hang on to old payroll paperwork for 4 years; filed in alpha order and according to year - offered and then helped clean the kitchen to get it ready for supervisor's birthday next week
Thursday 14	12:30 To 3:30	3	<ul style="list-style-type: none"> - more work with the new software today; ran into some problems when I tried to import last year's data so I talked to my supervisor about it; I felt better when she said it was a common mistake that most people make when they are learning ☺ - spent the last 1.5 hours entering payroll info from last month's report and I didn't make a single error; happy when I was told I was catching on really quickly!
Friday 15	12:00 To 3:00	3	<ul style="list-style-type: none"> - payroll software getting easier to use every day - spent the entire day entering payroll data so that next week's paychecks can be issued to staff on-time - feel like I made lots of progress this week and I didn't make any errors and don't feel as shy around everyone either - asked if I could have an application form so I could apply for their summer student position!

Total Hours Worked: 15.5 hours Days Absent: 0 Lates: 1

Reason for Absences/Lates: Getting extra math help; I arranged it ahead of time with my employer

NOTE: It is the student's responsibility to notify both the Employer and the Co-operative Education Teacher when he/she is unable to go to work for any reason.



If the student did not notify you of any of the above absences, please indicate:

Check (✓) Job Performance: Great Good Satisfactory Teacher Contact Required

SUPERVISOR'S SIGNATURE Donna Smith Date April 15, 2013

STUDENT'S SIGNATURE Amy Bluevale Date April 18, 2013