



# LEARN & EARN DAILY TIME SHEET

PARTICIPANT'S NAME: \_\_\_\_\_

ACTIVITY: \_\_\_\_\_  
Paid Earn Experience: \_\_\_\_\_

LAST 4 DIGITS OF SS#: \_\_\_\_\_

Paid Learn Activity: \_\_\_\_\_

WORKSITE: \_\_\_\_\_

WORK PERIOD DATES \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_ LEARN & EARN COORDINATOR: \_\_\_\_\_

DAY	DATE	IN TIME	LUNCH OUT	LUNCH IN	OUT TIME	TOTAL HOURS	ENROLLEE INITIALS
MON.							
TUES.							
WED.							
THURS.							
FRI.							
SAT.							
<b>TOTAL NUMBER OF HOURS</b>							

DAY	DATE	IN TIME	LUNCH OUT	LUNCH IN	OUT TIME	TOTAL HOURS	ENROLLEE INITIALS
MON.							
TUES.							
WED.							
THURS.							
FRI.							
SAT.							
<b>TOTAL NUMBER OF HOURS</b>							

TOTAL NUMBER OF HOURS THIS PERIOD: \_\_\_\_\_

THIS IS MY CORRECT NUMBER OF HOURS WORKED: \_\_\_\_\_  
LEARN & EARN PARTICIPANT'S SIGNATURE

I CERTIFY THAT THE ABOVE TIME GIVEN IS TRUE AND ACCURATE: \_\_\_\_\_  
SUPERVISOR'S SIGNATURE

ALL TIMESHEETS MUST BE SIGNED IN INK AND TURNED IN PROMPTLY TO INSURE THE TIMELY INSURANCE OF PAYCHECKS, VOUCHERS AND SPECIAL ALLOWANCES.