



# INTERN TIMESHEET

Name of Intern: \_\_\_\_\_

Company: \_\_\_\_\_

Dept: \_\_\_\_\_ Supervisor: \_\_\_\_\_

| _____<br>Month, YY | Number of Hours Scheduled | Number of Hours Worked* | Supervisor's Comment |
|--------------------|---------------------------|-------------------------|----------------------|
| 1 <sup>st</sup>    |                           |                         |                      |
| 2 <sup>nd</sup>    |                           |                         |                      |
| 3 <sup>rd</sup>    |                           |                         |                      |
| 4 <sup>th</sup>    |                           |                         |                      |
| 5 <sup>th</sup>    |                           |                         |                      |
| 6 <sup>th</sup>    |                           |                         |                      |
| 7 <sup>th</sup>    |                           |                         |                      |
| 8 <sup>th</sup>    |                           |                         |                      |
| 9 <sup>th</sup>    |                           |                         |                      |
| 10 <sup>th</sup>   |                           |                         |                      |
| 11 <sup>th</sup>   |                           |                         |                      |
| 12 <sup>th</sup>   |                           |                         |                      |
| 13 <sup>th</sup>   |                           |                         |                      |
| 14 <sup>th</sup>   |                           |                         |                      |
| 15 <sup>th</sup>   |                           |                         |                      |
| 16 <sup>th</sup>   |                           |                         |                      |
| 17 <sup>th</sup>   |                           |                         |                      |
| 18 <sup>th</sup>   |                           |                         |                      |
| 19 <sup>th</sup>   |                           |                         |                      |
| 20 <sup>th</sup>   |                           |                         |                      |
| 21 <sup>st</sup>   |                           |                         |                      |
| 22 <sup>nd</sup>   |                           |                         |                      |
| 23 <sup>rd</sup>   |                           |                         |                      |
| 24 <sup>th</sup>   |                           |                         |                      |
| 25 <sup>th</sup>   |                           |                         |                      |
| 26 <sup>th</sup>   |                           |                         |                      |
| 27 <sup>th</sup>   |                           |                         |                      |
| 28 <sup>th</sup>   |                           |                         |                      |
| 29 <sup>th</sup>   |                           |                         |                      |
| 30 <sup>th</sup>   |                           |                         |                      |
| 31 <sup>st</sup>   |                           |                         |                      |
| <b>TOTAL</b>       |                           |                         |                      |

\* Please round up the minutes 30 minutes or 1 hour. For Example: 5:48 = 6:00, 3:14 = 3:00 or 3:21 = 3:30.

Intern Signature:

Date:

Supervisor Signature:

Date:

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