# Work-Based Learning Timesheet

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| **Student Info** |
| **Student Name:** |  |
| **Birth Date:** |  |
| **School Name:** |  |
| **Instructor Name:** |  |
| **Employer Info** |
| **Employer Name:** |  |
| **Supervisor Name:** |  |
| **Address:** |  |
| **Phone Number:** |  |
| **E-mail:** |  |
| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Hours Worked** |
|  | Monday |  |  |  |  |  |  |
|  | Tuesday |  |  |  |  |  |  |
|  | Wednesday |  |  |  |  |  |  |
|  | Thursday |  |  |  |  |  |  |
|  | Friday |  |  |  |  |  |  |
|  | Saturday |  |  |  |  |  |  |
|  | Sunday |  |  |  |  |  |  |
| *For biweekly/monthly pay periods, add more rows.* | **Total Hours Worked:** |  |
| **Pay Rate Per Hour:** |  |
| **Total Pay:** |  |

|  |  |  |  |
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| **Student Signature:** |  | **Date:** |  |
| **Supervisor Signature:** |  | **Date:** |  |
| **Instructor Signature:** |  | **Date:** |  |