# Work-Based Learning Timesheet

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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:** |  |

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