

## Personal Log Sheet / Timesheet

Employer: \_\_\_\_\_

LOG # \_\_\_\_\_

Workplace Telephone: \_\_\_\_\_

Date Faxed: mm      dd      yy \_\_\_\_\_

Students Name (PLEASE PRINT): \_\_\_\_\_

Employee #: \_\_\_\_\_

*\* Any timesheet that is NOT CLEAR, will not be approved. The entire sheet must be clear to read.*

**IMPORTANT:** This timesheet is to be submitted to your teacher at the end of each work week or on their next visit

	Dates (Month / day / year)	Time In	Lunch Minutes	Time Out	Total Hours Minus Lunch	Activities Performed
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
<b>Total hours for the week</b>						

\_\_\_\_\_  
*Participant Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor Signature*

\_\_\_\_\_  
*Date*

**All persons MUST sign the timesheets in order for them to be processed in a timely manner.**