 3589 Big Ridge Road-Spencerport, New York 14559- (585) 352-2459- Fax (585)352-0756

WORK EXPERIENCE TIMESHEET

TIMESHEET

Check one: 🞏 Paid Co-op 🞏 Unpaid Co-op 🞏 Shadowing 🞏 CEIP

**Students:**

* You are responsible for completing this form and obtaining your supervisor’s signature for each day worked.
* Failure to obtain a signature will result in no hour credits for that day.
* Journals **MUST** be turned in with your Timesheet in order to obtain hour credits.
* Time sheets should be accurate, legible, and remain professional looking.
* Timesheets AND Journals are due every **Monday!!!**

Student Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WEMOCO Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Worksite: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*Please use black or blue ink only! *No pencils!***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Monday** | Date: | Time in: | Time out: | Total Hours | Supervisor Signature |
| **Tuesday** | Date: | Time in: | Time out: | Total Hours | Supervisor Signature |
| **Wednesday** | Date: | Time in: | Time out: | Total Hours | Supervisor Signature |
| **Thursday** | Date: | Time in: | Time out: | Total Hours | Supervisor Signature |
| **Friday** | Date: | Time in: | Time out: | Total Hours | Supervisor Signature |
| **Saturday** | Date: | Time in: | Time out: | Total Hours | Supervisor Signature |
| **Sunday** | Date: | Time in: | Time out: | Total Hours | Supervisor Signature |
| Total Weekly Hours:  FOR OFFICE/SCHOOL USE ONLY | | | | | Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Timesheets AND Journals should be sent as a picture or a scan to Mrs. Steves at

[bgage@monroe2boces.org](mailto:bgage@monroe2boces.org) or through the remind app.

(Rev. 09/2020)