



## Sample Timesheet

Below is a sample timesheet that is properly completed. Please make sure to initial your intern's timesheet for days worked Monday-Thursday **AFTER** the total hours for the day have been recorded, and sign at the bottom. A WorkReady staff person will fill in the Friday hours and total the time worked for the week.

Contractor Code: \_\_\_\_\_  
 Worksite Code: \_\_\_\_\_

<b>BI-WEEKLY TIMESHEET</b> <input type="checkbox"/> Year-Round <input checked="" type="checkbox"/> Summer <input type="checkbox"/> E3				<b>WORKREADY PHILADELPHIA</b>		<b>WEEK BEGINNING:</b> 7 / 13 / 09 <b>WEEK ENDING:</b> 7 / 26 / 09	
NAME (Please Print) <b>Smith, Jane</b>				Social Security Number Last four digits only <u>6789</u>		WORKSITE NAME <b>Scott Packaging</b>	
TO BE COMPLETED BY EMPLOYEE							To be completed by supervisor
Day	In	Lunch		Out	Initials of Supervisor	Employee Signature	Total Hours
		Out	In				
Monday	9:00 AM			1:00 PM	<i>ML</i>	<i>Jane Smith</i>	4
Tuesday	9:00 AM	12:00 PM	12:30 PM	1:30 PM	<i>ML</i>	<i>Jane Smith</i>	4
Wednesday	9:00 AM			1:00 PM	<i>ML</i>	<i>Jane Smith</i>	4
Thursday	9:00 AM	12:00 PM	12:30 PM	1:30 PM	<i>ML</i>	<i>Jane Smith</i>	4
Friday	12:30 PM			4:30 PM	<i>PG</i>	<i>Jane Smith</i>	4
Saturday							
Sunday							
Monday	9:00 AM			1:00 PM	<i>ML</i>	<i>Jane Smith</i>	4
Tuesday	9:00 AM	12:00 PM	12:30 PM	1:30 PM	<i>ML</i>	<i>Jane Smith</i>	4
Wednesday	9:00 AM			1:00 PM	<i>ML</i>	<i>Jane Smith</i>	4
Thursday	9:00 AM	12:00 PM	12:30 PM	1:30 PM	<i>ML</i>	<i>Jane Smith</i>	4
Friday	12:30 PM			4:30 PM	<i>PG</i>	<i>Jane Smith</i>	4
Saturday							
Sunday							
Employee Signature <i>Jane Smith</i>				Date <i>7/24/2009</i>		<b>Total Hours to be Paid</b>	<b>40</b>
Approved Supervisor's Signature <i>Mike Lewis</i>				Date <i>7/23/2009</i>			
White (PYN Copy)		Yellow (Contractor Copy)		Pink (Worksite Copy)		Goldenrod (Employee Copy)	