Work Based Learning
Monthly Time Sheet

Month: _____

Due Date:_____

DIRECTIONS: Please keep track of the hours you work each week in a given month. Please make sure you sign and date it, and please have your supervisor also sign and date it; this will verify the hours you have worked in that month.

	DATE	DAY OF WEEK	TIME IN	TIME OUT	HOURS WORKED	RATE OF PAY	TOTAL WAGES
WEEK # 1		Sun.				$	$
		Mon.				$	$
		Tues.				$	$
		Wed.				$	$
		Thurs.				$	$
		Fri.				$	$
		Sat.				$	$
				TOTALS:		$	$

	DATE	DAY OF WEEK	TIME IN	TIME OUT	HOURS WORKED	RATE OF PAY	TOTAL WAGES
WEEK # 2		Sun.				$	$
		Mon.				$	$
		Tues.				$	$
		Wed.				$	$
		Thurs.				$	$
		Fri.				$	$
		Sat.				$	$
				TOTALS:		$	$

	DATE	DAY OF WEEK	TIME IN	TIME OUT	HOURS WORKED	RATE OF PAY	TOTAL WAGES
WEEK # 3		Sun.				$	$
		Mon.				$	$
		Tues.				$	$
		Wed.				$	$
		Thurs.				$	$
		Fri.				$	$
		Sat.				$	$
				TOTALS:		$	$

	DATE	DAY OF WEEK	TIME IN	TIME OUT	HOURS WORKED	RATE OF PAY	TOTAL WAGES
WEEK # 4		Sun.				$	$
		Mon.				$	$
		Tues.				$	$
		Wed.				$	$
		Thurs.				$	$
		Fri.				$	$
		Sat.				$	$
				TOTALS:		$	$

	DATE	DAY OF WEEK	TIME IN	TIME OUT	HOURS WORKED	RATE OF PAY	TOTAL WAGES
WEEK # 5		Sun.				$	$
		Mon.				$	$
		Tues.				$	$
		Wed.				$	$
		Thurs.				$	$
		Fri.				$	$
		Sat.				$	$
				TOTALS:		$	$

TOTAL HOURS/WAGES FOR THE MONTH: _____ @ $_____ = $_____

_____ _____

Student Signature ***Date***

_____ _____

Supervisor Signature ***Date***

GRADING RUBRIC	
On Time - 20 points	**Monthly Summary Completed - 30 points**
5 point deduction - each day it is late	**Pay Stub(s) Attached 30 Points**
Weekly Columns Completed - 30 points	**Signatures/Dates Obtained - 20 points**
5 point deduction - each empty column	5 point deduction - each missing item