

SERRC Monthly Time Sheet

WIA Youth Program Time Sheet (Must Be Age 18 +)

Fax to: Youth Job Developer: 907-586-5673 due by 21st of each Month
No overtime, white-out, cross outs, or corrections allowed. Must be signed by worksite supervisor.
Payday = Final weekday of the month. All checks mailed on payday if not picked up in person.

NAME: _____

Pay Period: _____

	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Total Hours		
Hours Worked																																		

Employee Signature

Approved by (Work Site Supervisor)

Office Use Only

Program: WIA Youth I/S Account Code: 395-015-770-000-100 \$ _____
 Program: WIA Youth O/S Account Code: 395-015-771-000-100 \$ _____

Evaluation (Employer Please Complete Each Pay Period)					
	<i>low</i>	Circle one		<i>high</i>	
ATTENDANCE	1	2	3	4	5
<i>Meets schedule as required</i>					
PUNCTUALITY	1	2	3	4	5
<i>Is on time</i>					
ATTITUDE	1	2	3	4	5
<i>Is motivated, accepts direction and criticism</i>					
INTERPERSONAL SKILLS	1	2	3	4	5
<i>Works well with others</i>					
INITIATIVE	1	2	3	4	5
<i>Attempts to improve and acquire new skills</i>					