

# Biweekly Time Sheet

Name: \_\_\_\_\_

Weeks: \_\_\_\_\_

Day	Date	Start Time	Finish Time	Total Hours
<b>Monday</b>				
<b>Tuesday</b>				
<b>Wednesday</b>				
<b>Thursday</b>				
<b>Friday</b>				
<b>Saturday</b>				
<b>Sunday</b>				
<b>Monday</b>				
<b>Tuesday</b>				
<b>Wednesday</b>				
<b>Thursday</b>				
<b>Friday</b>				
<b>Saturday</b>				
<b>Sunday</b>				
<b>Total Hours Worked →</b>				

6min.= .1      12min.=.2      15min.=.25      18min.=.3      24min.=.4      30min.= .5  
 36min. = .6      42 min. = .7      45 min. = .75      48 min. = .8      54 min. = .9      60 min. = 1.0

I, \_\_\_\_\_, certify that the hours reported above are correct.

Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Site Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments/Concerns:  
 \_\_\_\_\_  
 \_\_\_\_\_

\*This timesheet is the official record for the student’s grade at the school. No grade can be given if this timesheet record is not completed and on file.

\*This timesheet should be completed and submitted to the Career Development Coordinator every other Friday with hours recorded from the previous two weeks.