

INTERNSHIP TIME SHEET

This serves as the official record of days and hours worked. Schools should keep a copy on file for seven (7) years, subject to audit.

Intern Last Name:

Intern First Name:

Supervisor:

Pay Period: through

School:

Worksite:

Week 1						
Day	Date	Time In	Lunch		Time Out	Hours worked
			In	Out		
Sat	/ /	:	:	:	:	
Sun	/ /	:	:	:	:	
Mon	/ /	:	:	:	:	
Tue	/ /	:	:	:	:	
Wed	/ /	:	:	:	:	
Thu	/ /	:	:	:	:	
Fri	/ /	:	:	:	:	
Total:						

Week 2						
Day	Date	Time In	Lunch		Time Out	Hours worked
			In	Out		
Sat	/ /	:	:	:	:	
Sun	/ /	:	:	:	:	
Mon	/ /	:	:	:	:	
Tue	/ /	:	:	:	:	
Wed	/ /	:	:	:	:	
Thu	/ /	:	:	:	:	
Fri	/ /	:	:	:	:	
Total:						

Total Hours to be Paid

Certification: I certify that the information and claims on this time sheet are true and correct.

Student Signature

Supervisor Signature

Notes:

Hour Limits: When school is in session, students are limited to 15 hours of work per week through this program. When school is not in session, students can work a maximum of 30 hours per

Lunch Breaks: After 5 hours worked, students must take at least ½ hour unpaid lunch break. In the “Hours Worked” Column please subtract the time taken for lunch from total hours worked for that

