



## PITTSBURGH SUMMER YOUTH EMPLOYMENT PROGRAM DAILY TIME SHEET

PARTICIPANT'S NAME: \_\_\_\_\_

ACTIVITY: \_\_\_\_\_

Paid Work Experience: \_\_\_\_\_

SS#: \_\_\_\_\_

Paid Stipend Activity: \_\_\_\_\_

Unpaid Activity: \_\_\_\_\_

WORKSITE: \_\_\_\_\_

MONTH OF: \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_

CAREERLINK COORDINATOR: \_\_\_\_\_

DAY	DATE	IN TIME	LUNCH OUT	LUNCH IN	OUT TIME	TOTAL HOURS	ENROLLEE INITIALS
MON.							
TUES.							
WED.							
THURS.							
FRI.							
SAT.							
<b>TOTAL NUMBER OF HOURS</b>							

DAY	DATE	IN TIME	LUNCH OUT	LUNCH IN	OUT TIME	TOTAL HOURS	ENROLLEE INITIALS
MON.							
TUES.							
WED.							
THURS.							
FRI.							
SAT.							
<b>TOTAL NUMBER OF HOURS</b>							

TOTAL NUMBER OF HOURS THIS PERIOD: \_\_\_\_\_

THIS IS CORRECT: \_\_\_\_\_

ENROLLEE'S SIGNATURE

I CERTIFY THAT THE ABOVE TIME GIVEN IS TRUE AND ACCURATE:

\_\_\_\_\_  
SUPERVIOR'S SIGNATURE

ALL TIMESHEETS MUST BE SIGNED AND TURNED IN PROMPTLY TO INSURE THE TIMELY INSURANCE OF VOUCHERS AND SPECIAL ALLOWANCES.