



**COOPERATIVE EDUCATION/INTERNSHIP
BI-WEEKLY TIMESHEET**

Student _____ Curriculum _____

Company _____

show as decimal: 1 hr, 15 min = 1.25

	Date	Start Time	End Time	Hours Worked
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Hourly Rate \$ _____

Total Hours _____

Comments _____

Supervisor's Signature

Student's Signature

INSTRUCTIONS
COOPERATIVE EDUCATION/INTERNSHIP TIMESHEET

Please complete a timesheet every two weeks and submit it as it is completed to the Office of Career Services, Student Community Center, lower level.

How To Complete Form: (sample of one line)

<u>DAY</u>	<u>DATE</u>	<u>START TIME</u>	<u>END TIME</u>	<u>HOURS WORKED</u>
Monday	6/28/18	1:15	5:00	3.75

START TIME:

Indicate the time of day you began work in quarter hours - **rounding to the closest quarter.**

END TIME:

Indicate the time you ended your work day in quarter hours - **rounding to the closest quarter.**

HOURS WORKED:

The number of hours you actually worked in one day based on the information provided in the start time and the end time column. Do not include lunch time or any other non-work leave time. Total these hours in the Hours Worked column and in the Total Hours column as a decimal (3 3/4 hours = 3.75).

SIGNATURES:

Both your employer supervisor and you must sign the timesheet before returning it to the Office of Career Services.