**INTERNSHIP TIME SHEET**

**(Please print all information except signatures)**

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| --- | --- | --- | --- |
| **Intern EIS #:** |  | **Pay Period Ending:** |  |
| **Intern Last Name:** |  | **School:** |  |
| **Intern First Name:** |  | **Program:** |  |
| **Supervisor:** |  | **Host Organization:** |  |
| **Worksite Address:** |  |

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| --- | --- | --- |
| **Week 1** |  | **Week 2** |
| **Date** | **Time in** | **Time out** | **Lunch** | **Hours worked** | **To be paid by WBLRC** | **To be paid by Other** |  | **Date** | **Time in** | **Time out** | **Lunch** | **Hours worked** | **Paid by WBLRC** | **To be paid by Other** |
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| **Total:** |  |  |  |  | **Total:** |  |  |  |

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| --- | --- | --- | --- |
| **Total Hours to be Paid by DOE:** |  | **Total Hours to be Paid by (circle one): Host Org Program School** |  |

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

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| **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 week. (Please see the CTE Internship Payroll calendar to see which pay periods allow extra hours).

**Lunch Breaks:** Students may work up to five hours without taking a lunch break. After five hours, a ½ hour lunch will automatically be subtracted.

**Private Sector Host Companies (for profit):** After the first two weeks, for profit companies are expected to pay the intern for one-half the hours worked.

**Public Sector Host Companies (non-profit and government):** If your organization has funds to support students, we invite you to pay one-half the students wages. This allows more students to benefit from internship experiences.