

WORKFORCE SERVICES

sdjobs.org

TIME SHEET JOURNAL

Participant Name: _____ Type of Training: _____
 (JSAP, Soft Skills, Computer, Youth Work Experience, etc..)

Instructions: For **Orientation** (SCSEP ONLY), check the box next to "Orientation" below and complete the timesheet and journal entries through Saturday. For **SCSEP Training or Youth Work Experience**, skip the first row, check the "Training" box and complete the timesheet and journal through Sunday.

DATES	HOURS	JOURNAL AND TIME IN/OUT <i>Reflect on or note anything you learned or experienced.</i>
<input type="checkbox"/> ORIENTATION (starts on Sunday*) Sunday: ___/___/___ <small>MM DD YY</small>		Journal Entry:
<input type="checkbox"/> TRAINING (Or Youth Work Experience) (starts on Monday*) Monday: ___/___/___		Journal Entry:
Tuesday: ___/___/___		Journal Entry:
Wednesday: ___/___/___		Journal Entry:
Thursday: ___/___/___		Journal Entry:
Friday: ___/___/___		Journal Entry:
Saturday: ___/___/___		Journal Entry:
TRAINING ONLY* Sunday: ___/___/___		Journal Entry:
Total hours worked this week:		<i>Minutes after the hour:</i> 1-7 8-22 23-37 38-52 53-59 <i>Round</i> :00 :15 :30 :45 :00 <i>Decimal</i> .25 .50 .75 +1.00

*SCSEP: Orientation week is logged Sunday through Saturday and the Training week is logged Monday through Sunday.

I confirm the accuracy of this log: _____
 PARTICIPANT SIGNATURE _____ DATE ___/___/___

AUTHORIZED BY: _____
 (Name of DLR Staff, supervisor of training, etc...) SIGNATURE _____ DATE ___/___/___

SUMBIT TO: Email: _____ **Fax:** _____ **Drop Off:** _____