

SCSEP Timesheet

Host Agency 111 Main Street
Sunny, CA 90111
Participant: Brock Lee

Pay Period: 05-29-2016 - 06-11-2016
Assignment: Admin Assistant
Work Sch: Mon-Th 10am-2:30pm

File No: 12345 Site No: 77
Supervisor: Ima Supervisor
Phone \Fax: 5591234567\5591234568

Prepopulated
HA Assignment
Information

SCSEP Phone: (559) 625-8088

Comments: Timesheets due 6/10.

Timesheet Fax: (888)216-1800 OR (866)949-1389

Message from Project Site to
HA and Participants

SCSEP Email: Isolis@aarp.org
SCSEP Location: 2222 W. Sunnyside Ave
Visalia, CA 93277

Local SCSEP Project Office
Information

Ensure Start Times,
End Times and
Mandated Breaks
are entered

Date:	05-29	05-30	05-31	06-01	06-02	06-03	06-04	06-05	06-06	06-07	06-08	06-09	06-10	06-11
Start		9am	9am	9am		9am	zero hours		9am	9am	9am		9am	
Lunch Break From:				12							12			
Lunch Break End:				12:30							12:30			
End:		1pm	1pm	3:30					1pm	1pm	3:30			

Corrections - draw line
through incorrect bubbled
hours, document
correction with initials

Sample = 4.5 hours

	Sun 05-29	Mon 05-30	Tues 05-31	Wed 06-01	Thurs 06-02	Fri 06-03	Sat 06-04	Sun 06-05	Mon 06-06	Tues 06-07	Wed 06-08	Thurs 06-09	Fri 06-10	Sat 06-11
0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Fill in Circles Completely

Mark to nearest 1/2 hour

IS

Date must be last
day worked in pay
period

Mandated Breaks
must be initialed
by Participant

Timesheet Identifier
string and Orientation
Markers must not be
overwritten or covered

*I verify that I have taken my mandated break during each period (initials).

*START & END TIMES & BREAK VERIFICATIONS ARE MANDATORY IN CALIFORNIA. IF YOU WORK OVER 5 HOURS PER DAY, YOU MUST TAKE A MINIMUM OF A 1/2 HR. UNPAID LUNCH BREAK. NO EX

00077005687007540505292016

I certify that the hours reported on this timesheet are correct.

Brock Lee Brock Lee 06/11/16

Notes: Brock was out sick on Friday
- made up time the following
week I.S.

Supervisor
Hours
4

Brock Lee	Ima Supervisor	Ima Supervisor	6/11/2016
Supervisor (Printed Name and Signature)			Date
SCSEP Project Director			Date

Supervisor's notes to Project Office

Number of Hours of Direct Supervision

Print and Sign
and Date on
last day
worked in pay
period