

CWES/Cal-Learn Participant Timecard

Participant's Name: _____ Case Number: _____ Phone: _____

School(s)/Worksite(s): _____

Month/Year: _____ Case Manager Name: _____

<<<<**SAMPLE**>>>>

| ✓ List the name of each class, activity or worksite on the left. | ✓ Enter the date under each day of the week. | | | | | | | Office Use Only |
|--|--|------------|------------|------------|-------------|-------------|-------------|------------------------|
| | Sun | Mon | Tues | Weds | Thurs | Fri | Sat | |
| Class/Activity/Worksite Dates: | 9/6 | 9/7 | 9/8 | 9/9 | 9/10 | 9/11 | 9/12 | Weekly Totals: |
| 1. Math 110 | | | 1.5 | | 1.5 | | | |
| 2. ENGL 1A | | Holiday | | 1.25 | | 1.25 | | |
| 3. BIOL 1 | | Holiday | 1.5 | 1.5 | 1.5 | Sick | | |
| 4. Employment-Target | 8 | | | | | | 8 | |
| 5. Work Study | | | 3 | 3 | 3 | | | |
| 6. Study Time | 2 | 2 | 2 | 2 | 2 | 2 | 2 | |

<<<<**ACTUAL**>>>>

| <ul style="list-style-type: none"> ✓ Enter the # of hours for each activity each day. ✓ Round to the nearest ¼ hr. ✓ For example: 1 hr. 15 min.=1.25, 1 hr. 30 min.=1.5, 1 hr. 45 min=1.75 ✓ Note any hours missed due to holidays or excused absences. ✓ For paid employment activities, only include paid hours. Exclude unpaid lunch time. ✓ Use section on reverse side to explain absences or make notes for your case manager. ✓ Attach applicable verification such as class schedule, report cards, receipts and paystubs. | | | | | | | | Office Use Only: |
|---|--|------|------|-------|-----|-----|-----------------------|---|
| | | | | | | | | Weekly Total Hours |
| | | | | | | | | Include countable hours for holidays and excused absences for scheduled unpaid activities |
| | | | | | | | | Include all paid hours for employment activities, including paid holiday/leave time |
| ✓ List the name of each class, activity or worksite on the left. | ✓ Enter the date under each day of the week. | | | | | | | Enter total weekly hours for each row. |
| Sun | Mon | Tues | Weds | Thurs | Fri | Sat | | |
| Class/Activity/Worksite Week 1 Dates: | | | | | | | Week 1 Totals: | |
| 1. | | | | | | | | |
| 2. | | | | | | | | |
| 3. | | | | | | | | |
| 4. | | | | | | | | |
| 5. | | | | | | | | |
| 6. | | | | | | | | |
| 7. | | | | | | | | |
| 8. | | | | | | | | |
| 9. | | | | | | | | |
| 10. | | | | | | | | |
| Class/Activity/Worksite Week 2 Dates: | | | | | | | Week 2 Totals: | |
| 1. | | | | | | | | |
| 2. | | | | | | | | |
| 3. | | | | | | | | |
| 4. | | | | | | | | |
| 5. | | | | | | | | |
| 6. | | | | | | | | |
| 7. | | | | | | | | |
| 8. | | | | | | | | |
| 9. | | | | | | | | |
| 10. | | | | | | | | |

CONTINUE ON REVERSE

CWES/Cal-Learn Participant Timecard

| <input checked="" type="checkbox"/> List the name of each class, activity or worksite on the left. | <input checked="" type="checkbox"/> Enter the date under each day of the week. | | | | | | | Enter total weekly hours for each row. |
|--|---|-----|------|------|-------|-----|-----|--|
| | Sun | Mon | Tues | Weds | Thurs | Fri | Sat | |
| Class/Activity/Worksite Week 3 Dates: | | | | | | | | Week 3 Totals: |
| 1. | | | | | | | | |
| 2. | | | | | | | | |
| 3. | | | | | | | | |
| 4. | | | | | | | | |
| 5. | | | | | | | | |
| 6. | | | | | | | | |
| 7. | | | | | | | | |
| 8. | | | | | | | | |
| 9. | | | | | | | | |
| 10. | | | | | | | | |
| Class/Activity/Worksite Week 4 Dates: | | | | | | | | Week 4 Totals: |
| 1. | | | | | | | | |
| 2. | | | | | | | | |
| 3. | | | | | | | | |
| 4. | | | | | | | | |
| 5. | | | | | | | | |
| 6. | | | | | | | | |
| 7. | | | | | | | | |
| 8. | | | | | | | | |
| 9. | | | | | | | | |
| 10. | | | | | | | | |
| Class/Activity/Worksite Week 5 Dates: | | | | | | | | Week 5 Totals: |
| 1. | | | | | | | | |
| 2. | | | | | | | | |
| 3. | | | | | | | | |
| 4. | | | | | | | | |
| 5. | | | | | | | | |
| 6. | | | | | | | | |
| 7. | | | | | | | | |
| 8. | | | | | | | | |
| 9. | | | | | | | | |
| 10. | | | | | | | | |
| Office Use Only: Monthly Total Hours | <input checked="" type="checkbox"/> Enter the total countable hours for all activities for the month: | | | | | | | |

List dates/hours missed due to holidays or excused absences and explain the reason for absence: _____

Notes: _____

Under penalty of perjury, I certify that all information on this time card is complete and accurate to the best of my knowledge.

Participant's Signature: _____ Date: _____

I certify that the information on this time card is complete and accurate to the best of my knowledge.

Signature of Person Verifying Hours: _____ Phone: _____

Printed Name of Person Verifying Hours: _____ Title: _____