

**RICHLAND COUNTY SCHOOL DISTRICT ONE
WORK-BASED LEARNING (WBL) EXPERIENCE TIME SHEET**

STUDENT INTERN: After each 2 week period, please add for a total number of hours completed and have supervisor verify by signing forms. Turn in completed timesheet to your teacher or school's career specialist for PowerSchool CCR documentation. A minimum of 120 hours is required for a WBL Course Credit to be earned and minimum of 40 hours are required to meet the WBL College Career Ready indicator.

THIS IS AN INDIVIDUAL EMPLOYEE TIMESHEET. TIMESHEET MUST HAVE SPECIFIC DATES WITH TIME IN/OUT LISTED PER LINE.

ENTER EMPLOYEE NAME, SOCIAL SECURITY NUMBER, AND EMPLOYEE NUMBER IN BELOW Name: _____ Worksite Name: _____ Worksite Supervisor, Phone Number and Email: _____ _____ _____			A No. of work hours completed for the shift.	B Rate of Pay (optional)	C Total Due (optional)
DATE	TIME				
	In	Out			
TOTALS:					\$

Job Title: _____

I certify the times reported is correct and reflect hours worked:

Employee's Signature: _____ Date: _____

Immediate Supervisor's Signature: _____ Date: _____