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| https://lh5.googleusercontent.com/9eHUO5gD61IDG3ep8TwGmAB-IxHBxQxFWrus7tfcM6WF0PZext0jGTDhNhVa5P4bo1Cx6CDkuJJEcX5bOs0O8JielcPFDZJdLKZ-v-jkGhgXEufMFLZDJzJOO0mmMtv3maJHf9lm | **SummerWorks Program - Weekly Time Sheet**  |
| **Week Ending Date:**     \*This is Saturday’s Date for the Current Week\* | **INSTRUCTIONS:** Fax original time sheets to **502-574-4272** or email to **payroll@summerworks.org** no later than **9:00 AM** **Monday** following the week worked. Please ensure that all time sheets are signed by ***both the employee and the supervisor*** before submission to KentuckianaWorks. **Failure to submit a signed timesheet before the deadline may result in delay of payment.** |
| Employer (Company) Name:   | Day | Date | Start Time | Stop For Lunch | Back From Lunch | End Time | Reason For Absence or Tardy |
| Job Site:    | SUN |       |       |       |       |       |       |
| Job Site Address: | MON |  |  |  |  |  |  |
| City:   | State: | ZIP: | TUE |  |  |  |  |  |  |
| Phone Number:   | WED |  |  |  |  |  |  |
| Supervisor’s Name (Please Print):    | THU |  |  |  |  |  |  |
| Employee’s Name (Please Print):   | FRI |  |  |  |  |  |  |
| Employee’s Social Security Number

|  |  |  |  |  |  |  |  |  |  |  |
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(To Be Completed by Employee) | \*SAT\* |       |       |       |       |       |       |
| SummerWorks youth are typically contracted to work **a maximum of 30 hours per week (scheduled for 32 hours to allot for breaks)**. If a shortage in time occurs, please indicate the reason(s) in the spaces above under “Reason For Absence or Tardy.”  |
| For questions about this form or any other payroll-related matters, please contact one of the KentuckianaWorks representatives listed below:Freda Churchill: 502-574-4724Barbara Ferrell: 502-574-3134 | ***Employee: I certify that the hours shown here represent the total number of hours I worked this week.*** | **Employee Signature:** |
| ***Supervisor or Employer:******Your signature represents that the hours shown are true and correct to the best of your knowledge, and the work assigned during those hours was completed satisfactorily.*** | **Supervisor Signature:** |