CWES/Cal-Learn Participant Timecard

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

School(s)/Worksite(s): _____

Month/Year: _____ Case Manager Name: _____

<div align="center"><<<<<u>SAMPLE</u>>>>></div>

✓ **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	

<div align="center"><<<<<u>ACTUAL</u>>>>></div>

✓ **Enter the # of hours for each activity each day.** ✓ **Round to the nearest ¼ hr.** Page 2 of 2 ✓ **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.								

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YC 463 (10/2015)

GN 6005A

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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 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	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: _____