

TIME SHEETS

The State of Michigan requires that all students that receive school credit for a job (paid or unpaid) must verify the hours that they work.

The Ann Arbor Public Schools has created the Work Based Time Sheet to meet this requirement. The hours time sheet must be completed on a daily basis and needs to be turned in each month. Monthly time sheets must be signed by your work supervisor and can be obtained in the COE Office.

For each day you work you must indicate the time you started working (IN time), the time that you leave work (OUT time), and the number of hours worked (# HOURS).

Monthly you must indicate the total number of hours worked for the month at the bottom right corner.

Most employers will calculate your hours on a quarter of the hour, meaning each 15 minute period.

Please use the following decimals for the time worked. See samples on the back.

Minutes worked decimal equivalent

0 - 15 minutes 0.25

16 - 30 minutes 0.50

31 - 45 minutes 0.75

45 - 60 minutes (1 hour) 1.00

Ann Arbor Public Schools

Work Based Education Time Sheet

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	NOVEMBER
11/1/98 In _____ Out _____ #Hours _____	11/2/98 In _____ Out _____ #Hours _____	11/3/98 In _____ Out _____ #Hours _____	11/4/98 In _____ Out _____ #Hours _____	11/5/98 In _____ Out _____ #Hours _____	11/6/98 In _____ Out _____ #Hours _____	11/7/98 In _____ Out _____ #Hours _____	Hours / Wk _____
11/8/98 In _____ Out _____ #Hours _____	11/9/98 In _____ Out _____ #Hours _____	11/10/98 In _____ Out _____ #Hours _____	11/11/98 In _____ Out _____ #Hours _____	11/12/98 In _____ Out _____ #Hours _____	11/13/98 In _____ Out _____ #Hours _____	11/14/98 In _____ Out _____ #Hours _____	Hours / Wk _____
11/15/98 In _____ Out _____ #Hours _____	11/16/98 In _____ Out _____ #Hours _____	11/17/98 In _____ Out _____ #Hours _____	11/18/98 In _____ Out _____ #Hours _____	11/19/98 In _____ Out _____ #Hours _____	11/20/98 In _____ Out _____ #Hours _____	11/21/98 In _____ Out _____ #Hours _____	Hours / Wk _____
11/22/98 In _____ Out _____ #Hours _____	11/23/98 In _____ Out _____ #Hours _____	11/24/98 In _____ Out _____ #Hours _____	11/25/98 In _____ Out _____ #Hours _____	11/26/98 In _____ Out _____ #Hours _____	11/27/98 In _____ Out _____ #Hours _____	11/28/98 In _____ Out _____ #Hours _____	Hours / Wk _____
11/29/98 In _____ Out _____ #Hours _____	11/30/98 In _____ Out _____ #Hours _____	In _____ Out _____ #Hours _____	In _____ Out _____ #Hours _____	In _____ Out _____ #Hours _____	In _____ Out _____ #Hours _____	In _____ Out _____ #Hours _____	Hours / Wk _____

sample

Student Name _____

Supervisor Signature _____

Hours for Month _____

Employer _____

Please make comments on back if necessary.