

Timesheet

Be sure to track your hours daily. Upload your signed timesheet at the end of week 7 (due by Wednesday August 7th). Be sure to upload your approved (signed by your site supervisor) timesheet to the [appropriate folder](#).

Week 4

Date	Hours worked
Total	

Note: Hours worked on 7/8/24 should have been reported on the previous timesheet. Only report hours for 7/8/24 here if you did not do so previously.

Week 5

Date	Hours worked
Total	

Week 6

Date	Hours worked
Total	

Week 7

Date	Hours worked
Total	

Note: Last day to work is August 1st, 2024

Total hours worked for the four-week period: _____

Counselor Name: _____

Signature: _____

Site Supervisor Name: _____

Signature: _____

Supervisor Title: _____

Please make sure to upload form to the [correct folder](#) and that all handwriting is legible