

# Timesheet

Be sure to track your hours daily. Upload your signed timesheet at the end of week 9 (due by Tuesday August 20<sup>th</sup>). Be sure to upload your approved (signed by your site supervisor) timesheet to the [appropriate folder](#).

## Week 8

Date	Hours worked
<b>Total</b>	

*Note: Hours worked on 8/1/24 should have been reported on the previous timesheet.*

## Week 9

Date	Hours worked
<b>Total</b>	

**Total hours worked for the two-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\**