



## DCPS Career Ready Internship

### Time Sheet

\*Timesheets are due **every Friday no later than noon**. Failure to submit a signed timesheet will result in a delay in pay. You may upload a copy or picture of your signed time sheet at <http://dcpsinternships.org/time/> from your computer or phone. Interns are responsible for getting time sheets signed and uploading them on time. You can also email a picture of the signed timesheet to [dcptimekeeper@gmail.com](mailto:dcptimekeeper@gmail.com)

Intern's Full Name \_\_\_\_\_ Last4 SSN \_\_\_\_\_ DOB \_\_\_\_\_

Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_ Email \_\_\_\_\_

Max. Hours \_\_\_\_\_

Host Employer Organization Name \_\_\_\_\_

Intern's School Name \_\_\_\_\_

\*Please no scratching out below, time sheet will not be accepted if it cannot be read.

Day	Date	Time In	Time Out	Subtract 30 minutes for mandatory lunch break	Total
Monday				Subtract 30 minutes for mandatory lunch break	
Tuesday				Subtract 30 minutes for mandatory lunch break	
Wednesday				Subtract 30 minutes for mandatory lunch break	
Thursday				Subtract 30 minutes for mandatory lunch break	
Friday				Subtract 30 minutes for mandatory lunch break	

**Total pay period hours:** \_\_\_\_\_

I certify that the entries above are true and accurate to the best of my knowledge and belief.

\_\_\_\_\_  
Supervisor's Signature Date

\_\_\_\_\_  
Intern's Signature Date