

Date Time Sheet Received:

## CVE WEEKLY REPORT (TIME SHEET)

Name: \_\_\_\_\_

Company Name of Employer: \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_

Supervisor's Daytime Phone #: \_\_\_\_\_

Week Beginning: \_\_\_\_\_

<b>Day/Date</b>	<b>Times Worked</b>	<b># of Hours</b>	<b>Job Tasks/Notes/Concerns</b>
Monday	to		
Tuesday	to		
Wednesday	to		
Thursday	to		
Friday	to		
<b>Total Hours</b> (minimum of 15 hours per week)			

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

- If you are absent for any reason, record the reason for your absence on the day you did not work!
- Turn in your Weekly Report on **Monday** of the following week!