 **WIL Hours Tracking Sheet**

Organization Name: **Canadian Imperial Bank of Commerce (CIBC)** Student Name: **Khai Thanh Phan** Student I.D. Number: **100901164**

Seneca Program: **Software Development (BSD)** Term: **7 (Fall 2020)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Week #** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** | **Total Hours Worked** | **Total Hours Absent** |
| **1** | **Labor Day (No working schedule)** | September 8:  9 a.m. – 5 p.m. (30 min break) = 7.5 hrs. | September 9:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | September 10:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | September 11:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | N/A | N/A | **30** | 0 |
| **2** | September 14:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | September 15:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | September 16:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | September 17:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | September 18:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | N/A | N/A | **37.5** | 0 |
| **3** | September 21:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | September 22:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | September 23:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | September 24:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | September 25:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | N/A | N/A | **37.5** | 0 |
| **4** | September 28:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | September 29:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | September 30:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | October 1:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | October 2:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | N/A | N/A | **37.5** | 0 |
| **5** | October 5:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | October 6:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | October 7:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | October 8:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | October 9:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | N/A | N/A | **37.5** | 0 |
| **6** | **Thanksgiving Day (No working schedule)** | October 13:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | October 14:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | October 15:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | October 16:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | N/A | N/A | **30** | 0 |
| **7** | October 19:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | October 20:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | October 21:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | October 22:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | October 23:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | N/A | N/A | **37.5** | 0 |
| **8** | October 26:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | October 27:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | October 28:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | October 29:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | October 30:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | N/A | N/A | **37.5** | 0 |
| **9** | November 2:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | November 3:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | November 4:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | November 5:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | November 6:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | N/A | N/A | **37.5** | 0 |
| **10** | November 9:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | November 10:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | **CIBC Day (No working schedule)** | November 12:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | November 13:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | N/A | N/A | **30** | 0 |
| **11** | November 16:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | November 17:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | November 18:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | November 19:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | November 20:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | N/A | N/A | **37.5** | 0 |
| **12** | November 23:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | November 24:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | November 25:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | November 26:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | November 27:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | N/A | N/A | **37.5** | 0 |
| **13** | November 30:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | December 1:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | December 2:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | December 3:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | December 4:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | N/A | N/A | **37.5** | 0 |
| **14** | December 7:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | December 8:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | December 9:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | December 10:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | December 11:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | N/A | N/A | **37.5** | 0 |
| **15**  **(Anticipated)** | December 14:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | December 15:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | December 16:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | December 17:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | December 18:  9 a.m. – 5 p.m. (30 minutes break) = 7.5 hrs. | N/A | N/A | **37.5** | 0 |
| **GRAND TOTAL HOURS** | **97.5** | **112.5** | **105** | **112.5** | **112.5** | **0** | **0** | **540** | 0 |

**Note:** This tracking sheet **must be signed** **by the student and supervisor** **after** the student has completed all of their work hours and accurately recorded their hours within the chart above.

|  |  |
| --- | --- |
| **Student Name** | **Student Signature** |
| Khai Thanh Phan | Signed: Khai Phan, December 09, 2020 |

|  |  |
| --- | --- |
| **Supervisor Name** | **Supervisor Signature** |
| Umasankar Kaliyamoorthy | Signed: Umasankar Kaliyamoorthy, December 16, 2020 |