

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 dcpstimekeeper@gmail.com

Intern's Full Name _____ Y'ize I. Lancaster _____ Last4 SSN _____ 5683 _____ DOB _____ Feb. 5, 2004 _____

Home Phone _____ 202-827-8008 _____ Mobile Phone _____ 202-491-5159 _____ Email _____ aliciabbb@myself.com _____

Max. Hours _____ 32hrs 30mins _____

Host Employer Organization Name _____ Howard University _____

Intern's School Name _____ Anacostia High School _____

***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	6/24/19	9:00	4:00	Subtract 30 minutes for mandatory lunch break	6hrs 30mins
Tuesday	6/25/19	9:00	4:00	Subtract 30 minutes for mandatory lunch break	6hrs 30mins
Wednesday	6/26/19	9:00	4:00	Subtract 30 minutes for mandatory lunch break	6hrs 30mins
Thursday	6/27/19	9:00	4:00	Subtract 30 minutes for mandatory lunch break	6hrs 30mins
Friday	6/28/19	9:00	4:00	Subtract 30 minutes for mandatory lunch break	6hrs 30mins

Total pay period hours: _____ 32.5 _____

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