



1st- 15th

**Pre-ETS****TIME AND ATTENDANCE RECORD**

SkillSource  
309 E Fifth Ave  
Moses Lake, WA 98837

Participant Name \_\_\_\_\_ CMS# \_\_\_\_\_ Contract # \_\_\_\_\_  
Participant Address \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_  
Worksite \_\_\_\_\_ Supervisor \_\_\_\_\_

Pay Period: From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Only record actual hours worked by participant. Timesheet must be completed in **ink** and signed by both Supervisor and Participant to issue paycheck. Do not use white-out. To make corrections, draw a single line through the incorrect information and write the correct information next to it. Initial all changes.

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		Total Hours																					
Hours																																						
<table><tr><td><b>Satisfactory Progress</b></td><td><b>YES</b></td><td><b>NO</b></td></tr><tr><td>Appearance</td><td>_____</td><td>_____</td></tr><tr><td>Punctuality/Attendance</td><td>_____</td><td>_____</td></tr><tr><td>Shows willingness to work</td><td>_____</td><td>_____</td></tr><tr><td>Is cooperative at workplace</td><td>_____</td><td>_____</td></tr><tr><td>Completes tasks on a timely basis</td><td>_____</td><td>_____</td></tr><tr><td>Listens and communicates well</td><td>_____</td><td>_____</td></tr></table>																		<b>Satisfactory Progress</b>	<b>YES</b>	<b>NO</b>	Appearance	_____	_____	Punctuality/Attendance	_____	_____	Shows willingness to work	_____	_____	Is cooperative at workplace	_____	_____	Completes tasks on a timely basis	_____	_____	Listens and communicates well	_____	_____
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COMMENTS: _____																																						

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Participant Signature \_\_\_\_\_ Date \_\_\_\_\_

***For agency use only***Training Consultant \_\_\_\_\_  
Wage \$ \_\_\_\_\_