



16<sup>th</sup> - 31<sup>st</sup>

**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	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total Hours
Hours																	

Satisfactory Progress	YES	NO
Appearance	_____	_____
Punctuality/Attendance	_____	_____
Shows willingness to work	_____	_____
Is cooperative at workplace	_____	_____
Completes tasks on a timely basis	_____	_____
Listens and communicates well	_____	_____

COMMENTS: \_\_\_\_\_

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

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

***For agency use only***

LI \_\_\_\_\_ Pre ETS \_\_\_\_\_  
LO \_\_\_\_\_ Other \_\_\_\_\_

Training Consultant \_\_\_\_\_  
Wage \$ \_\_\_\_\_