

Fax Friday before Noon after Week Two to this Fax #:

➤ **Youth's Name (Please print legibly):** _____

➤ **Youth's Signature:** _____

Pay Period Dates: From _____ To _____

7-Minute Rule	
Minutes	Hour Conversion
1 – 7	.0
8 – 22	.25
23 – 38	.50
39 – 53	.75
54 – 60	1.0

For example: 3 hours, 17 minutes = 3.25
 3 hours, 23 minutes = 3.50
 3 hours, 53 minutes = 3.75
 3 hours, 56 minutes = 4.00

Remember to Mark Your Lunch Time Down

Week One	Date	Start Time	End Time	Start Time	End Time	Daily Hours
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

Week Two	Date	Start Time	End Time	Start Time	End Time	Daily Hours
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

Pay Period Total Hours

➤ **Supervisor's Signature:** _____

Worksite Name/Address: _____

Attendance: _____ # Excused Absences _____ # Unexcused Absences
 _____ # Excused Tardies _____ # Unexcused Tardies

Comments: _____

Timesheets can also be mailed to: Workforce Development, Inc. (WDI), 2070 College View Rd. E., Rochester, MN 55904

Counselor's Initials: