

# Student Internship Timesheet

DAY	DATE	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	HRS / MINS*
MON						0 hrs 00 minutes
TUE						0 hrs 00 minutes
WED						0 hrs 00 minutes
THU						0 hrs 00 minutes
FRI						0 hrs 00 minutes
SAT						
SUN						
MON						0 hrs 00 minutes
TUE						0 hrs 00 minutes
WED						0 hrs 00 minutes
THU						0 hrs 00 minutes
FRI						0 hrs 00 minutes
SAT						
SUN						
MON						0 hrs 00 minutes
TUE						0 hrs 00 minutes
WED						0 hrs 00 minutes
THU						0 hrs 00 minutes
FRI						0 hrs 00 minutes
SAT						
SUN						
<b>TOTAL TIME</b>						0 hrs 00 minutes

  

Employee:	
School:	
Pay Period Beginning Date:	Date Ending:
Company Name:	Pay Rate:
Supervisor's Name:	Dept. # to be billed:

**I CERTIFY THAT THE REPORTED HOURS ARE CORRECT...**

**Student's Signature:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_

**The Supervisor's Signature authorizes payment for these hours.**

- Signed and Supervisor approved timesheets are due at the end of your shift on the 5th and 20th of each month...
- Timesheets MUST be faxed no later than the end of your shift on either day...
- If the 5th or the 20th fall on a holiday or a weekend, timesheets are due the last day you work prior to those dates...
- Timesheets must be filled out completely, including supervisor signature and department number, before submitting to the BEC...
- Paychecks are mailed to the student's home on the 15th and last day of each month...

**SUPERVISORS ONLY - STUDENT INTERNS DO NOT COMPLETE**

Supervisors, please assess the Student Intern's overall workplace attitudes and behaviors by checking the appropriate box:

Rating: 1 = Demonstrates Competence	2 = Needs Improvement	1	2
Maintains company attendance requirements; consistently reports to work on time:			
Works well with others; effective team member:			
Demonstrates appropriate communication/skills:			
Uses time effectively, can be depended upon to accomplish stated work:			

**CONTACT: BUSINESS EDUCATION COMPACT**  
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