

Save a new File for each Pay Period worked with a different filename (i.e. "Doe 2015-05-31.pdf")

Jane Smith

55A

Update current Date

Case Manager & County Office

Facility name Oklahoma City Community College Career Transitions		Date June 1, 2015
Participant's name John Doe, Jr.		Case number C999999
Scheduled hours per week 35	Performance month May	Activity Training/Computer Systems Support

Part IV: Attendance. All actual hours of participation must be recorded. Participant makes appropriate daily entries, which document actual hours in attendance. Do not include lunch hours in attendance. For persons in job interviews and job interviews is part of the activity approved. Participant initials daily entries in appropriate block(s).

Verify correct weekly hours and month

Verify correct approved activity

OKDHS use only: This plan of study is approved for _____ homework or study hours. ²

Codes: AE = Absent; H = Holiday; W = Weekend/regular day off

Note Weekends

Clock out daily for Lunch

Calculate Total Hours

Date	Time in	Time out	Time in	Time out	Time in	Time out	Total hours	Participant initials
16								
17								
18	8:00 am	10:30 am	11:00 am	3:30 pm			7	JDJ
19	8:00 am	11:30 am	12:00 pm	3:30 pm			7	JDJ
20	AE						0	JDJ
21	8:00 am	11:30 am	12:00 pm	3:30 pm			7	JDJ
22	8:00 am	11:30 am	12:00 pm	3:30 pm			7	JDJ
23								
24								
25								
26	8:00 am	12:30 pm					4.5	JDJ
27	11:00 am	12:00 pm	12:30 pm	3:30 pm			4	JDJ
28	8:00 am	11:30 am	12:00 pm	3:30 pm			7	JDJ
29	12:00 pm	3:30 pm					3.5	JDJ
30								
31								

Attach additional documentation for all absences

Attach documentation for tardies or leaving early

Initial All Dates

Note Holidays

Print & Sign: Signatures and Initials must be in BLUE OR BLACK INK ONLY

I certify the record of my hours is true and correct.

John Doe, Jr.
Signature of participant

405-682-7844

Phone number

6/1/2015

Date

Note: Submit pages 3 and 4 to the local human services center no later than the fifth of the next month. Participant allowances will not be paid in excess of \$13.00 per day.

Timesheets cannot be submitted unless all hours are approved and can be verified including documentation for absences/tardies

² Statement from instructor, professor, advisor, or class syllabus **MUST BE DOCUMENTED** in case notes to allow homework or study hours. Worker enters number of allowed homework or study hours for the plan of study.

