

Timesheet - July

Be sure to track your hours daily. Upload your signed timesheet at the end of the month. Be sure to upload your approved (signed by your site supervisor) timesheet to the [appropriate folder](#).

Week 1

Date	Hours worked
Total	

Supervisor Approval: _____

Week 2

Date	Hours worked
Total	

Supervisor Approval: _____

Week 3

Date	Hours worked
Total	

Supervisor Approval: _____

Week 4

Date	Hours worked
Total	

Supervisor Approval: _____

Week 5

Date	Hours worked
Total	

Supervisor Approval: _____

Total hours worked for the month: _____

Counselor Name: _____

Signature: _____

Site Supervisor Name: _____

Signature: _____

Supervisor Title: _____

Please make sure to upload form to the [correct folder](#) and that all handwriting is legible

Timesheet - June

Be sure to track your hours daily. Upload your signed timesheet at the end of the month. Be sure to upload your approved (signed by your site supervisor) timesheet to the [appropriate folder](#).

Week 1

Date	Hours worked
Total	

Week 2

Date	Hours worked
Total	

Supervisor Approval: _____

Supervisor Approval: _____

Total hours worked for the month: _____

Counselor Name: _____

Signature: _____

Site Supervisor Name: _____

Signature: _____

Supervisor Title: _____

Please make sure to upload form to the [correct folder](#) and that all handwriting is legible