

Monthly Timesheet

Name:	CIN#:	Report Month:
E-mail:	Phone:	Career Coach:

Date	Time Spent	Activity	Activity Details <small>(e.g. Company and position applying for, training course title and location, work site, employment or self-employment description, etc)</small>	Verification <small>Name & Contact Information</small>
		<input type="checkbox"/> SEARCH <input type="checkbox"/> WORK OP <input type="checkbox"/> EMPLOYMENT <input type="checkbox"/> TRAINING <input type="checkbox"/> OTHER:		<input type="checkbox"/> Attached <input type="checkbox"/> Signed by: <input type="checkbox"/> Contact:
		<input type="checkbox"/> SEARCH <input type="checkbox"/> WORK OP <input type="checkbox"/> EMPLOYMENT <input type="checkbox"/> TRAINING <input type="checkbox"/> OTHER:		<input type="checkbox"/> Attached <input type="checkbox"/> Signed by: <input type="checkbox"/> Contact:
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Total Monthly Hours Logged:

By signing, I acknowledge that the information and contacts I have provided on this timesheet are correct. I understand that false statements are in violation of Idaho State Law and may result in disqualification from the Idaho Employment & Training Services Program.

****Reminder** Timesheets are due the 1st of the month and if not received may result in your case being sanctioned.**

Customer Signature:	Date:
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Monthly Timesheet

Timesheet – Instructions:

- Complete the date and log the time you performed each individual activity.
- Identify the type of ACTIVITY – DETAILS – VERIFICATION required and check the appropriate boxes where indicated.
 - Attach all verification documentation with time sheet (If required).
- Activities documented on timesheet should be logged **DAILY** and in chronological order
- Timesheets must be filled out **COMPLETELY** and in **BLUE/BLACK INK** only, **NO PENCIL or MARKERS. You must SIGN AND DATE your timesheet before submitting.**
- List each activity on your timesheet on a separate line (i.e. One Application per Line)
- Each application listed on your timesheet should include enough information to be reasonably verifiable (i.e. Company name & location, company website address, position applied for, contact information for business)
- Activities should be recorded in actual time (i.e. record the time it takes to complete the application or time spent working)
- Activities should be counted by the quarter hour and rounded up to the nearest quarter hour

Anything that takes:

1-15 minutes = .25

16-30 minutes = .50

31-45 minutes = .75

46-60 minutes (1 HR) = 1.0

Activities to Include on Your Timesheet

- **Job Search:** To count time spent looking for a job only (not the time spent completing an application or interviewing), you need to conduct your Job Search through:
 - **SnagPad** which can be done from home on personal computer, tablet, or smart phone.
 - **Outside SnagPad** which can be done in an ID E&T Career Center, monitored computer lab, Library, or at the Dept. of Labor; you will need to obtain initials from site worker to verify and count time spent.
- **Resume and Cover Letter:** Please log the time it takes to develop your resume and cover letter, and include these items with your timesheet submission.
- **Application:** List the company, the position, and the actual time it took to complete.
 - **SnagPad.** Move your Job Card on SnagPad after applying through an external job site like Indeed or CareerBuilder.
 - **Outside Snagpad:** If you apply for a job using your own account on another site like Craigslist, you will need to include your application in your timesheet submission so your Coach can verify.
- **Interview:** List the company name and location, name of interviewer, and the actual time it took to complete the interview.
- **Work Opportunity/Volunteer:** Include organization, volunteer activity, and initial of site supervisor to verify hours.
- **Spot Jobs/Self-Employment:** Include how much money was earned and contact information for the person/business customer worked for. Your Coach may request further verification.
- **Training:** Include training organization or program, what coursework is being completed, and Teacher's Signature to verify hours (If necessary).

Did You Find Employment? Once you obtain employment, send us the Employment Verification Form, and we can transfer you to our Retention Services Program, which does not require a weekly timesheet!