(SAMPLE)

WORK-BASED LEARNING

# WEEKLY WAGE AND HOUR REPORT

Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Training Site\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Month\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year\_\_\_\_\_\_ Supervisor’s Initials

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|   |  | Number of Hours Worke | d  |  | Total Hours Worked  | Rate Of Pay  | Total Gross Wages  |
| Week  | Sun  | Mon  | Tues  | Wed  | Thurs  | Fri  | Sat  |   |   |   |
|  1  |   |   |   |   |   |   |   |   |   |   |
|  2  |   |   |   |   |   |   |   |   |   |   |
|  3  |   |   |   |   |   |   |   |   |   |   |
|  4  |   |   |   |   |   |   |   |   |   |   |
|  5  |   |   |   |   |   |   |   |   |   |   |
| Total  |   |   |   |   |   |   |   |   |   |   |

 CUMULATIVE RECORD

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   | July  | Aug  | Sept  | Oct  | Nov  | Dec  | Jan  | Feb  | March  | April  | May  | June  |
| Hrs. Fwd  |   |   |   |   |   |   |   |   |   |   |   |   |
| Hrs. This Month  |   |   |   |   |   |   |   |   |   |   |   |   |
| Hrs. Y-T-D  |   |   |   |   |   |   |   |   |   |   |   |   |
| Wages Forward  |   |   |   |   |   |   |   |   |   |   |   |   |
| Wages This Month  |   |   |   |   |   |   |   |   |   |   |   |   |
| Wages Y-T-D  |   |   |   |   |   |   |   |   |   |   |   |   |

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