(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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