|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| \* | **Employee** |  |  |  |  |
| \* | **Course Title** |  | \* | **Location** |  |
| \* | **Begin Date** |  | \* | **End Date** |  |
| \* | **Time** |  | \* | **Days** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Total Hrs. for \*** |  |  | ***Return before the 1st of each month.*** | |
| **Day** | **Begin Time** | **End Time** | **Begin Time** | **End Time** | **Hrs. Worked** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
| 11 |  |  |  |  |  |
| 12 |  |  |  |  |  |
| 13 |  |  |  |  |  |
| 14 |  |  |  |  |  |
| 15 |  |  |  |  |  |
| 16 |  |  |  |  |  |
| 17 |  |  |  |  |  |
| 18 |  |  |  |  |  |
| 19 |  |  |  |  |  |
| 20 |  |  |  |  |  |
| 21 |  |  |  |  |  |
| 22 |  |  |  |  |  |
| 23 |  |  |  |  |  |
| 24 |  |  |  |  |  |
| 25 |  |  |  |  |  |
| 26 |  |  |  |  |  |
| 27 |  |  |  |  |  |
| 28 |  |  |  |  |  |
| 29 |  |  |  |  |  |
| 30 |  |  |  |  |  |
| 31 |  |  |  |  |  |
|  |  |  |  | **Total Hours:** | \* |

