|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  \* | **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:** | \*       |

 