



MUSTANG EDUCATION CENTER

Empowering Today to Achieve a Better Tomorrow

REPORT OF HOURS WORKED

Must Be Duplicated

STUDENT NAME: _____ Date: _____

PLACE OF EMPLOYMENT: _____

Briefly describe your job tasks for this last pay period (outlining any new tasks encountered; any changes in management/personnel; any positive critiques of your performance; any negative issues):

In the chart below, list the hours worked each day, total your hours, have your supervisor initial total hours, and submit to instructor.

DAYS	MON	TUES	WED	THURS	FRI	SAT	SUN
DATES							
HOURS WORKED (i.e. 3-8 pm)							
DATES							
Hours Worked (i.e. 3-8 pm)							

TOTAL HOURS THIS PERIOD _____

Supervisor's Initials _____

TOTAL HOURS PREVIOUS _____

TOTAL HOURS TO DATE _____