

STEP-UP

Daily Work Attendance Sheet

Pay Period _____ TO _____	Agency: _____
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Work attendance sheets must be maintained daily, including intern and supervisor signatures.
 Program regulations prohibit paying for lunch breaks.

Intern Name: _____

WEEK 1							
DATE	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	HOURS WORKED	INTERN SIGNATURE	SUPERVISOR SIGNATURE

Did the intern work over the maximum of 20 hours this week? Yes No
 Did the intern work more than 8 hours on any day*? Yes No
 Did the intern work more than 5 hours on their class day? Yes No

WEEK 2							
DATE	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	HOURS WORKED	INTERN SIGNATURE	SUPERVISOR SIGNATURE

Did the intern work over the maximum of 20 hours this week? Yes No
 Did the intern work more than 8 hours on any day*? Yes No
 Did the intern work more than 5 hours on their class day? Yes No

If an intern works more than 8 hours per day, this is a serious violation of child labor law and may result in terminating the STEP-UP partnership with your agency.