

## Community Work Experience (CWE) and Business Work Experience (BWE) Timesheet and Evaluation

Participant's Printed Full Name: \_\_\_\_\_  
 Case Manager's Name: \_\_\_\_\_  
 Case Manager's Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Work Site: \_\_\_\_\_ Site Supervisor's Name: \_\_\_\_\_  
 Site Supervisor's Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Site Supervisor completes timesheet and submits to Case Manager on the 16<sup>th</sup> of the month and the last working day of the month.  
 Enter **EX** for excused or **UX** for unexcused absences if the Participant was scheduled and did not attend.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<b>Work Week #1</b>							
<b>Dates</b>							
Hours Scheduled							
Hours Worked							
<b>Work Week #2</b>							
<b>Dates</b>							
Hours Scheduled							
Hours Worked							
<b>Work Week #3</b>							
<b>Dates</b>							
Hours Scheduled							
Hours Worked							
<b>Total Scheduled</b>							
<b>Total Worked</b>							

**Participant's Bi-Weekly Performance Review – Please circle only one.**

**E = Excellent      S = Satisfactory      U = Unsatisfactory**

Attendance/Punctuality	Attitude	Dependability	Progress	Overall
E   S   U	E   S   U	E   S   U	E   S   U	E   S   U

**Site Supervisor comments:**

**Site Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Office Use Only: Totals for Codes Listed**

Up to eight (8) per day; maximum 16 hours a month; maximum 80 hours in 12 months.

<p><b>CWE Codes:</b> CW          Holiday – CH          Absence – CA          Code: _____ Hours: _____</p>	<p><b>BWE Codes:</b> WX          Holiday – WH          Absence – WA          Code: _____ Hours: _____</p>	<p><b>Allowable Holidays:</b> New Year's,          Martin Luther King's, President's,          Independence, Labor, Columbus,          Veteran's, Thanksgiving, Christmas          Code: _____ Hours: _____</p>
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