**AppalachiaCorps Summer 2022 Timesheet Process**

**AppalachiaCorps Students:**  Please fill out the table below, reflecting your internship hours for the week. After filling out the required information, forward the table in the body of an email to Kathryn Engle (kathryn.engle@uky.edu), Jessica Perry (j.perry@uky.edu) and your internship supervisor for approval. Please submit these by Fridays at 12:00 noon.

**Internship Supervisor:**  After reviewing the submitted hours below, please “reply all” to your emailed timesheet (including your student, Jessica, and Kathryn) and indicate if you approve these hours.  “I approve” is sufficient.

Be sure to also submit your hours online via MyUk if you are employed through UK HR.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Pay Period****Start Date:** |  |  | **Pay Period****End Date:** |  |
| **Organization Name:** |  |  | **Supervisor Name:** |  |
| **Day of the Week** | **Date** | **Hours Worked** | **Duties and Responsibilities** |
| **Sunday** |  |  |  |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
| **Thursday** |  |  |  |
| **Friday** |  |  |  |
| **Saturday** |  |  |  |
|  | **Total Hours Worked** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Pay Period 1** | **Pay Period 2** | **Pay Period 3** | **Pay Period 4** | **Pay Period 5** | **Pay Period 6** | **Pay Period 7** | **Pay Period 8** | **250 hours over 15 weeks**  |
| **5/8-5/14** | **5/15-5/21** | **5/22-5/28** | **5/29-6/4** | **6/5-6/11** | **6/12-6/18** | **6/19-6/25** | **6/26-7/2** | **7/3-7/9** | **7/10-7/16** | **7/17-7/23** | **7/24-7/30** | **7/31-8/6** | **8/7-8/13** | **8/14-8/20** | **Total Hours**  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |