**AppalachiaCorps Summer 2023 Timesheet Process**

**AppalachiaCorps Students:**  Please fill out the table below, reflecting your internship hours for the week. After filling out the required information, copy the entire table into the body of an email to Kathryn Engle (kathryn.engle@uky.edu), Nolan Blakeman (Nolan.blakeman@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, Nolan, and Kathryn) and indicate if you approve these hours.  “I approve” is sufficient.

If you are employed through UK HR, be sure to also submit your hours online via MyUk.

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization Name:** |  | **Supervisor Name:** |  |
|  |
| **Week 1: May 7-13** |
| **Day of the Week** | **Date** | **Hours Worked** | **Duties and Responsibilities** |
| **Sunday** |  |  |  |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
| **Thursday** |  |  |  |
| **Friday** |  |  |  |
| **Saturday** |  |  |  |
| **Total Hours Worked this Week** |  |
| **Week 2: May 14-20** |
| **Day of the Week** | **Date** | **Hours Worked** | **Duties and Responsibilities** |
| **Sunday** |  |  |  |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
| **Thursday** |  |  |  |
| **Friday** |  |  |  |
| **Saturday** |  |  |  |
| **Total Hours Worked this Week** |  |
| **Week 3: May 21-27** |
| **Day of the Week** | **Date** | **Hours Worked** | **Duties and Responsibilities** |
| **Sunday** |  |  |  |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
| **Thursday** |  |  |  |
| **Friday** |  |  |  |
| **Saturday** |  |  |  |
| **Total Hours Worked this Week** |  |
| **Week 4: May 28-June 3** |
| **Day of the Week** | **Date** | **Hours Worked** | **Duties and Responsibilities** |
| **Sunday** |  |  |  |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
| **Thursday** |  |  |  |
| **Friday** |  |  |  |
| **Saturday** |  |  |  |
| **Total Hours Worked this Week** |  |
| **Week 5: June 4- 10** |
| **Day of the Week** | **Date** | **Hours Worked** | **Duties and Responsibilities** |
| **Sunday** |  |  |  |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
| **Thursday** |  |  |  |
| **Friday** |  |  |  |
| **Saturday** |  |  |  |
| **Total Hours Worked this Week** |  |
| **Week 6: June 11-17** |
| **Day of the Week** | **Date** | **Hours Worked** | **Duties and Responsibilities** |
| **Sunday** |  |  |  |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
| **Thursday** |  |  |  |
| **Friday** |  |  |  |
| **Saturday** |  |  |  |
| **Total Hours Worked this Week** |  |
| **Week 7: June 18-24** |
| **Day of the Week** | **Date** | **Hours Worked** | **Duties and Responsibilities** |
| **Sunday** |  |  |  |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
| **Thursday** |  |  |  |
| **Friday** |  |  |  |
| **Saturday** |  |  |  |
| **Total Hours Worked this Week** |  |
| **Week 8: June 25-July 1**  |
| **Day of the Week** | **Date** | **Hours Worked** | **Duties and Responsibilities** |
| **Sunday** |  |  |  |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
| **Thursday** |  |  |  |
| **Friday** |  |  |  |
| **Saturday** |  |  |  |
| **Total Hours Worked this Week** |  |
| **Week 9: July 2- 8** |
| **Day of the Week** | **Date** | **Hours Worked** | **Duties and Responsibilities** |
| **Sunday** |  |  |  |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
| **Thursday** |  |  |  |
| **Friday** |  |  |  |
| **Saturday** |  |  |  |
| **Total Hours Worked this Week** |  |
| **Week 10: July 9-15** |
| **Day of the Week** | **Date** | **Hours Worked** | **Duties and Responsibilities** |
| **Sunday** |  |  |  |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
| **Thursday** |  |  |  |
| **Friday** |  |  |  |
| **Saturday** |  |  |  |
| **Total Hours Worked this Week** |  |
| **Week 11: July 16-22** |
| **Day of the Week** | **Date** | **Hours Worked** | **Duties and Responsibilities** |
| **Sunday** |  |  |  |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
| **Thursday** |  |  |  |
| **Friday** |  |  |  |
| **Saturday** |  |  |  |
| **Total Hours Worked this Week** |  |
| **Week 12: July 23-29** |
| **Day of the Week** | **Date** | **Hours Worked** | **Duties and Responsibilities** |
| **Sunday** |  |  |  |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
| **Thursday** |  |  |  |
| **Friday** |  |  |  |
| **Saturday** |  |  |  |
| **Total Hours Worked this Week** |  |
| **Week 13: July 30-Aug 5** |
| **Day of the Week** | **Date** | **Hours Worked** | **Duties and Responsibilities** |
| **Sunday** |  |  |  |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
| **Thursday** |  |  |  |
| **Friday** |  |  |  |
| **Saturday** |  |  |  |
| **Total Hours Worked this Week** |  |
| **Week 14: Aug 6-12** |
| **Day of the Week** | **Date** | **Hours Worked** | **Duties and Responsibilities** |
| **Sunday** |  |  |  |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
| **Thursday** |  |  |  |
| **Friday** |  |  |  |
| **Saturday** |  |  |  |
| **Total Hours Worked this Week** |  |
| **Week 15: Aug 13-19** |
| **Day of the Week** | **Date** | **Hours Worked** | **Duties and Responsibilities** |
| **Sunday** |  |  |  |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
| **Thursday** |  |  |  |
| **Friday** |  |  |  |
| **Saturday** |  |  |  |
| **Total Hours Worked this Week** |  |