



BI-WEEKLY TIME SHEET

Name: _____

SERCO ID: _____

Worksite: _____

TWIST ID: _____

Career Navigator: _____

Pay Date: _____

Dislocated Worker
 Adult
 Choices/NCP
 IS Youth
 OS Youth
 Other _____

Use **BLUE** ink ONLY DO NOT USE WHITEOUT/HIGHLIGHTER Line through and initial any errors Write in correct time

Day	Day	Time In	Lunch Out	Lunch In	Time Out	Total Hours Worked
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Week 1 Hours						

Day	Date	Time In	Lunch Out	Lunch In	Time Out	Total Hours Worked
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Week 2 Hours						

Returning Next Week: YES NO

Comments/Concerns (If hours scheduled are not completed, why?): _____

CUSTOMER'S SIGNATURE & DATE

SUPERVISOR'S SIGNATURE & DATE

CAREER NAVIGATOR'S SIGNATURE & DATE

FISCAL USE ONLY	
TOTAL HOURS TO BE PAID:	
BALANCE OF HOURS:	
DATE:	