



# *Education for Employment*

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[www.kresa.org/efe](http://www.kresa.org/efe)

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**TO:** 2019-2020 Co-op and Apprenticeship Students

**FROM:** Co-op/Career Specialist

**RE:** Time Sheet Verification Reports

An important lesson to be learned from co-op is to be responsible. Each month, one way that you can demonstrate responsibility is by turning in, on time, one accurately completed time sheet. A portion of your co-op grade will include this professional behavior. Each tardy time sheet will reduce your grade.

State guidelines mandate time sheets to verify your work hours in order to issue school credit. In order for you to comply, your time sheet must be turned in **no later than the date indicated below**.

<u>Month</u>	<u>Due Date</u>
September	October 7 <sup>th</sup>
October	November 5 <sup>th</sup>
November	December 5 <sup>th</sup>
December	January 6 <sup>th</sup>
January	February 5 <sup>th</sup>
February	March 5 <sup>th</sup>
March	April 13 <sup>th</sup>
April	May 5 <sup>th</sup>
May	<i>Turn in timesheet at Co-op Check Out Meeting (date/time TBD)</i>

Please do not report dates from different months on one form. Example: All of the hours from September should be on one sheet. Do not include hours from August or October on the September time sheet, they should be on separate sheets.

Following the last day of the month, have your employer sign (**no initials**) the back of your time sheet, and then turn in the time sheet to my mailbox at your school (if applicable), fax (250-9301), scan and email, or drop it off at KRESA (1819 E. Milham Ave, Portage, MI). In an emergency, a readable picture texted to my cell (586-202-9067) will be considered on time if followed later with a hard copy. **Be sure that your time sheet hours are accurately totaled and signed by both you and your supervisor. Time sheets received without your supervisor's signature verifying the hours will not be accepted and will be counted late.**

**If you clock in electronically at work, and your employer can print a monthly report showing your time worked (including in and out times, not just totals for the day), this is our preferred method. Please attach the report to a co-op time sheet, obtain signatures and complete the back side of the time sheet.**

Time sheets are your responsibility! Please do not expect your employer to do them for you. Do your time sheets every day! Waiting to the end of the month creates a burden.

If your time sheets are not handed in on time and it is the end of the marking period, you will receive a **failing co-op grade**. You may also be dropped from the co-op program with loss of credit. Co-op is a privilege and students are expected to be responsible individuals. Persistent problems with irresponsible behavior could lead to removal from the co-op program.

If you have any questions, please contact me at 250-9300.