



**OFFICE OF TRUST SERVICES
PATHWAYS INTERNSHIP PROGRAM
Student Trainee Time & Attendance Report**

Check if you Telework (from home)

Check if you work in the Field

PROGRAM	FUND	COST CENTER	FUNCTIONAL AREA	WBS
Forestry	223A2100DD	AAK4004020	A0N3E7070.999900	A.X.PATHWAYS.INTRN
Range	223A2100DD	AAK4004020	A0N9B0000.999900	A.X.PATHWAYS.INTRN
DRES	223A2100DD	AAK4004020	A0R5C4040.999900	A.X.PATHWAYS.INTRN
Probate	223A2100DD	AAK4004020	A0R5C5050.999900	A.X.PATHWAYS.INTRN
Fire	21XA1125TR	AAK4004403	AF1004040.999900	A.F.PPFTRA.IN00.0000
TRP	223A2100DD	AAK4004020	A0N330000.999900	A.X.PATHWAYS.INTRN

Student Name: _____

Pay Period: _____

Fire Student: submit Printed/Saved Resource order and a signed Crew Time Report (CTR). If on an engine, it's your **responsibility** to get a resource order and the CTR(s). No Exceptions.

	DATE	DATE	DATE	DATE	DATE	DATE	DATE				
WEEK 1											
Pay Code	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Functional Area	Cost Center	WBS	Work Order
Total Hours											

***Use quarter increments (example below):**

1 hour & 15 min = 1.25

2 hours & 30 min = 2.5

	DATE	DATE	DATE	DATE	DATE	DATE	DATE				
WEEK 2											
Pay Code	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Functional Area	Cost Center	WBS	Work Order
Total Hours											

SIGNATURES: Concurrence that the Time & Attendance reported above is correct:

Student: _____

Date: _____

PAY PERIOD TOTAL: _____

Host Supervisor (Tribal): _____

Date: _____

Click here for a current payroll calendar:
<https://www.doi.gov/ibc/resources/payroll-calendars>

Host Supervisor (BIA): _____

Date: _____

Need help? Download a copy of the Time and Attendance Guide (v3.7 December 2015) at <https://www3.ibc.doi.gov/services/hr/payroll/manuals/docs/TARefrenceGuide.pdf>