OFFICE OF TRUST SERVICES
PATHWAYS INTERNSHIP PROGRAM

Student Intern Time & Attendance Report

Student Intern Common Pay Codes Used:
010 - Regular Time
020 - Annual Leave
030 - Sick Leave
101 - Leave Without Pay (LWOP)
If Fire Time, contact Program Coordinator!

Forward to Designated Quicktime Timekeeper

Student Name: _____   **Pay Period:** _____

	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											

	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:** _____ **80 Hours**

Host Supervisor (*Tribal*): _____   **Date:** _____

Host Supervisor (*BIA*): _____   **Date:** _____

Payroll Schedule Calendars can be downloaded at:
https://www.doi.gov/ibc/resources/payroll-calendars

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/TAReferenceGuide.pdf

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Comment from Deb Abeita: Fire Students need to have a Printed/Saved Resource order and a signed Crew Time Report (CTR) when they turn their time in.

Student on an engine are required to get a resource order and the CTRs.

ARMSTRONG JANTALEE MARIE

Current Pay Period: 2017 - 15
06/25/2017 - 07/08/2017

Pay Period Total Hours: 00:00

Week 1

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Status
TOD								00:00	
Other								00:00	UNV
Total								00:00	

Select	Hrs	Sun 06/25	Mon 06/26	Tue 06/27	Wed 06/28	Thu 06/29	Fri 06/30	Sat 07/01	Fav Key	Functional Area	Cost Center	WBS	Work Order	TI	S	E	OccS	PC
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○																		
○																		
○																		

Week 2

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Status
TOD								00:00	
Other								00:00	UNV
Total								00:00	

(Top of page)

Select	Hrs	Sun 07/02	Mon 07/03	Tue 07/04	Wed 07/05	Thu 07/06	Fri 07/07	Sat 07/08	Fav Key	Functional Area	Cost Center	WBS	Work Order	TI	S	E	OccS	PC
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