



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

All Pathways Student Trainees will use this LOA:

FUNCTIONAL AREA	COST CENTER	WBS
A0N9A0000.999900	AAK4004020	AX.PATHWAYS.INTRN

Check if you Telework (from home)

Check if you work in the Field

Please send to: [OTSpower@bia.gov](mailto:OTSpower@bia.gov) by 12PM MST on the last Thursday of each pay period.

Student Name: \_\_\_\_\_

Pay Period: \_\_\_\_\_

**\*Use quarter increments:**

1 hour & 15 min = 1.25

2 hours & 30 min = 2.5

**Fire Students:** Please submit a printed or digitally saved Resource Order and a signed Crew Time Report (CTR). If on an engine, it's your responsibility to obtain this documentation.

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

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

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

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Host Supervisor (Tribal): \_\_\_\_\_

Date: \_\_\_\_\_

Host Supervisor (BIA): \_\_\_\_\_

Date: \_\_\_\_\_

**PAY PERIOD TOTAL:** \_\_\_\_\_

Click here for a current payroll calendar:  
<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/TARreferenceGuide.pdf>