



Daily Work Attendance Form

Intern Name: _____ Supervisor Name: _____

Work Site: _____

Dates: _____ to _____

Direction

1. Use this form to track daily attendance
2. Interns should initial daily time in and out
3. Program regulations prohibit paying for lunch breaks
4. Completed forms must be signed by both intern and supervisor; keep completed copies for 5 years

WEEK 1						
Date	Time In	Lunch Out	Lunch Back In	Time Out	Total Hours Worked	Intern Initials

WEEK 2						
Date	Time In	Lunch Out	Lunch Back In	Time Out	Total Hours Worked	Intern Initials

Did intern work over the maximum of 20 hours per week? YES NO

Did intern work than 8 hours* on any day? YES NO

Intern Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

*It is a serious violation of child labor laws for an intern to work more than 8 hours on any day and may result in terminating the Step Up partnership with your agency.