



# WorkFirst

## Monthly Time Report for WEX Hours

Worker Name \_\_\_\_\_ Job Title \_\_\_\_\_  
 JAS# \_\_\_\_\_

Employer Name \_\_\_\_\_ Work Site \_\_\_\_\_  
 Location \_\_\_\_\_ Phone Number \_\_\_\_\_  
 WorkSource \_\_\_\_\_

### Days of the Month

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Total Hours Worked

**NOTE:** Do not include holiday or overtime hours.

I certify this is a true and correct report of my time worked during this period. I certify this is a true and correct report of hours worked during this period.

\_\_\_\_\_  
 Signature OJT Worker

\_\_\_\_\_  
 Signature Work Site Supervisor

\*\*Attach payroll documentation for verification of wages paid.

Payroll documents must show time period for wages paid.

Print Name (Supervisor): \_\_\_\_\_ Date \_\_\_\_\_