# Youth Connections Employment Program

Send to: Workforce Development, Inc. (WDI) 1302 Seventh Street NW Rochester, MN 55901

From

Fax Friday <u>before</u> Noon after Week Two Put Your Fax Number Here

### ➤Youth's Name (Please print legibly):

#### ➤Youth's Signature:

Pay Period Dates:

7-Minute Rule		
Minutes	Hour Conversion	
1 - 7	.0	
8-22	.25	
23 - 38	.50	
39 - 53	.75	
54 - 60	1.0	

3 hours,	17  minutes = 3.25
3 hours,	23  minutes = 3.50
3 hours,	53 minutes $= 3.75$
3 hours,	56 minutes $= 4.00$
	3 hours, 3 hours,

To

## **<u>Remember to Mark Your Lunch Time Down</u>**

Week One	Date	Start Time	End Time	Start Time	End Time	Daily Hours
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

Week Two	Date	Start Time	End Time	Start Time	End Time	Daily Hours
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

## Pay Period Total Hours

>Supervisor's Signature:		
Worksite Name/Address:		
Attendance:	# Excused Absences # Excused Tardies	# Unexcused Absences # Unexcused Tardies
Comments:	# Excused Tardies	# Unexcused Tardies

Counselor's Initials: