

## Procedure for Completing Job Training Attendance Record, FM 5248

To generate full-weighted FTE funding, the following procedures are to be observed when completing the job training attendance record, referred to as the time card.

- Student Name: Student's full legal name according to school records.
- Training Agency: Name of employer;  
*If a student changes jobs during the grading period, a separate card must be complete for each training agency.*
- Social security #: All students must have a social security number in order to work. A copy of the original card must be maintained in the student's Confidential folder.
- Wage Rate: Specify rate of pay and frequency.  
Minimum wage is \$6.67 per hour.
- Days Absent from job: Student's should not report to work if they have been absent from school, unless they call and receive permission from their cooperative education teacher.
- I.D. #: District-issued seven-digit student identification number.
- Assigned Hours:  
From \_\_\_ To\_\_\_ If students have regular assigned hours, the time should be recorded.
- Age: Student's age at the end of the grading period.  
Hours of Employment must comply with child labor laws.
- Beginning Date/  
Ending Dates: Beginning and ending dates will be the first and last day of the grading period.
- Grade: Student's must be in the appropriate grade as specified in the Curriculum frameworks for each program.

A separate time card for each student must be completed every grading period as follows:

- 1) All time cards must be completed in blue or black ink only. Information must be typed or legibly printed.
- 2) Labels provided by the division of attendance services should be affixed to the student information section.
- 3) Beginning and ending dates will be the first and the last day of the grading period. All days including Saturdays and Sundays must be recorded. The first workday of the week will be Monday. All blanks should be completed.
- 4) Hours and minutes reflecting arrival and departure times will be record for the hour, quarter hour, half hour, and three-quarter hour only.  
**Example:** From 1:00 to 4:00, 1:15 to 4:30, 2:30 to 6:00, and 3:45 to 6:00.

**Do Not Record Time in This Manner:**

From 1:06 to 4:08, 1:17 to 4:31, 2:33 to 6:01, 3:42 to 6:10.

- 5) Numbers of hours worked will be recorded using the decimal point for the hour, quarter hour, half hour, and three-quarter hour.

**Example:** (No. of Hours worked)

From 1:00 to 4:00 = 3.00

From 1:15 to 4:30 = 3.25

From 2:30 to 6:00 = 3.50

From 2:15 to 6:00 = 3.75

- 6) Gross earnings will be recorded with the dollar sign first.

**Example:** \$25.00. Gross earnings are calculated by multiplying No. of Hours

Worked times Wage Rate.

**Example:** Wage Rate \$5.00 x Total Hours 6.0 Gross earning \$30.00.

- 7) On the TOTAL line, record the total number of hours worked for the week and circles the Gross Earning amount after verifying addition.

- 8) Record correct information for each day of the grading period. If the student did not work on that day, it should be reflected.

**Example:** off, sick, holiday, seeking employment, job interview, etc.

- 9) Students should work a minimum of 15 hours per week or a total of 135 hours per grading period.

**During each grading period, it is the Cooperative Education teacher's responsibility to:**

1. Maintain properly completed time cards for each student's enrolled in the OJT class, and verify if they have worked a total of 135 hours.
2. Secure the signature of the supervisor
3. Provide original signed copies (in alphabetical order) for storage by the Registrar or designee.
4. Complete and maintain a Job Training Attendance Record Receipt. (FM-5889)
5. Maintain copies in student's confidential folder.

Should you have question about the above procedures, please contact the appropriate instructional supervisor or educational specialist.