

ON-THE-JOB TRAINING CONTRACT INVOICE AND TRAINEE TIMESHEET

Employer: _____	Contract No.: _____
Address: _____	Contract Period
_____	From _____ To: _____
Name of Trainee: _____	Invoice No. _____
Soc. Security No.: _____	End Date of This Report: _____
Occupation: _____	OES #: _____

TRAINEE TIMESHEET (# of Hours Worked)

Date	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Total
Week Ending:								
Week Ending:								
Week Ending:								
Week Ending:								
Total Hours Claimed on this Invoice:								

Trainee's Hourly Pay Rate: \$ _____

I certify that the hourly pay rate and the total number of hours worked during this time period are correct.

Trainee's Signature: _____ Date: _____

Employer's Signature: _____ Date: _____

Submit one original (including signatures) of this form at the end of the month to your Intensive Service Provider.

INVOICE REPORT

[1]	[2]	[3]	[4]	[5]	[6]	[7]
Hours Authorized	Total Hours to Date	Hours Claimed on Invoice	Hourly Cost (Wage x 50%)	Total Claimed This Invoice [Col. 3 x Col. 4]	Total Claimed Prior Invoice	Total Reimbursement to Date [Col. 5 + Col. 6]

FOR IS PROVIDER USE ONLY

Authorized Amount: \$ _____	Case Manager: _____	Date: _____
Total Claimed To Date: \$ _____	Approved by Finance Officer: _____	Date: _____
Amount Paid To Date: \$ _____	Amount Claimed This Invoice: \$ _____	

INSTRUCTIONS FOR COMPLETING OJT CONTRACT INVOICE & TRAINEE TIMESHEET

The OJT Contract Invoice and Trainee Timesheet are required for each trainee. If you have any questions, or need some assistance in completing this form, please contact the Intensive Service Provider Case Manager. You are required to use the timesheet section for entering the hours worked each day and totals for each week.

IDENTIFYING INFORMATION

- Use legal name of employer and complete address.
- Invoice No. is in numerical sequence (i.e., 1, 2, 3, etc.) with one required each month.
- End Date of This Report is normally the last working day of the month, or the last day of your invoice billing period.
- Use full name of trainee and Social Security No.
- Use Occupation designation and OES Code as indicated on your contract.

TRAINEE TIMESHEET

- Week Ending date is normally a Saturday (or the last day of the month).
- Enter the number of hours worked each day and the total for each specific week.
- Enter hourly wage rate paid (usually hourly rate times 50%).
- Enter total of all weeks reported.
- Original signature of the trainee and employer are required.

INVOICE REPORT

- Enter number of Hours Authorized [1] in your contract. Enter Total Hours to Date [2] that includes all prior and current hours worked.
- Enter total number of Hours Claimed on Invoice [3]; this should always match the total number of hours indicated on the timesheet (above).
- Enter reimbursable Hourly Cost [4] as specified in your contract.
- Calculate Total Claimed This Invoice [5] by multiplying the Claimed on Invoice [3] hours by the Hourly Cost [4].
- Enter Total Claimed Prior Invoices [6] from your previous invoice report (Section [7]).
- Calculate Total Reimbursement to Date [7] by adding Total Claimed This Invoice [5] and Total Claimed Prior Invoices [6].

SUPPORTING DOCUMENTS

Employer must provide a copy of the payroll register that coincides with the trainee and the pay periods claimed on the invoices.