



## ON-THE-JOB TRAINING CONTRACT INVOICE AND TRAINEE/EMPLOYEE TIMESHEET

Employer:	Contract No.:
Employer Address:	Contract Period: From      to
Name of Trainee:	Invoice No.
Soc. Security No.:	End Date of This Report:

### TRAINEE/EMPLOYEE TIMESHEET (# of Hours Worked)

Date	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Total
Week Ending:								0
Week Ending:								0
Week Ending:								0
Week Ending:								0
Week Ending:								0
								0
<b>Total Hours Claimed on this Invoice:</b>								0

Trainee's/Employee'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: \_\_\_\_\_  
(Required)

Employer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Optional)

**Submit one original (including signatures) of this form at the end of each month to: OEWD OJT Coordinator**

### INVOICE REPORT

[1] Hours Authorized	[2] Total Hours to Date	[3] Hours Claimed on Invoice	[4] Reimbursable Hourly Cost <small>(Wage x 50%)</small>	[5] Total Claimed This Invoice <small>[Col. 3 x Col. 4]</small>	[6] Total Claimed Prior Invoice	[7] Total Reimbursement to Date <small>[Col. 5 + Col. 6]</small>
		0	\$0.00	\$0.00		\$0.00

**\*\*\* Please attach a copy of the payroll register that coincides with the trainee and the pay periods claimed on this invoice**

### FOR OJT COORDINATOR USE ONLY

Form Completed       Verified by: \_\_\_\_\_

Employer Signature       Time sheet matches payroll record



## INSTRUCTIONS FOR COMPLETING

### OJT CONTRACT INVOICE & TRAINEE TIMESHEET

One OJT Contract Invoice and Trainee Timesheet is required to be completed for each trainee. You are required to use this timesheet section for entering the hours worked each day. The weekly and monthly totals will auto-calculate.

#### FORM NOTES

##### 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 Number.

##### TRAINEE TIMESHEET

- Week Ending date is normally a Saturday (or the last day of the month).
- Enter the number of hours worked each day. Weekly and monthly totals auto-calculate.
- Enter hourly pay rate paid.
- Original signature of the trainee and employer are required.

##### INVOICE REPORT

- Enter the Total Training Hours authorized [1] in your contract. Enter Total Hours to Date [2] that includes all previously invoiced hours and hours appearing on this invoice.
- Enter Total Claimed Prior Invoices [6].

##### SUPPORTING DOCUMENTS

- Employer must provide a copy of the payroll register or check stub that coincides with the trainee and the pay periods claimed on the invoices.
- Documentation must show at a minimum, pay rate, total pay for the period, employee name, and employer/company name