



**MINISTRY OF LABOUR AND SMALL ENTERPRISE DEVELOPMENT
ON-THE-JOB TRAINING PROGRAMME**

Corner Chaguanas Main Road and Connector Road, Chaguanas
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Website: oitonline.org

TIMESHEET

TRAINEE NAME: _____

MONTH: _____

YEAR: _____

TRAINING LOCATION: _____

PLACEMENT ASSISTANT NAME: _____

REGION: _____

Week	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Total Days Worked	Remarks
Date: / /	/ /	/ /	/ /	/ /	/ /	/ /	/ /		
1	am	am	am	am	am	am	am		
	pm	pm	pm	pm	pm	pm	pm		
Date: / /	/ /	/ /	/ /	/ /	/ /	/ /	/ /		
2	am	am	am	am	am	am	am		
	pm	pm	pm	pm	pm	pm	pm		
Date: / /	/ /	/ /	/ /	/ /	/ /	/ /	/ /		
3	am	am	am	am	am	am	am		
	pm	pm	pm	pm	pm	pm	pm		
Date: / /	/ /	/ /	/ /	/ /	/ /	/ /	/ /		
4	am	am	am	am	am	am	am		
	pm	pm	pm	pm	pm	pm	pm		
Date: / /	/ /	/ /	/ /	/ /	/ /	/ /	/ /		
5	am	am	am	am	am	am	am		
	pm	pm	pm	pm	pm	pm	pm		

Trainee Signature Date: dd /mm/yyyy Placement Assistant Signature

Supervisor's Name Supervisor's Signature

Ministry / Company
Stamp Date

Absences Summary			
Start Date / /	Balance B/F	Current Month	Balance C/F
Sick			
Late			
Discretionary			
Training			
Other			
.....			



GUIDELINES FOR PREPARATION OF TIME SHEETS

In order to ensure that time sheets are processed promptly, the following regulations must be adhered to:

1. Names of trainees **must** be entered on Trainee Attendance Records in **BLOCK LETTERS**. Names must be correctly spelt.
2. The specific position and number of days worked **must** be stated clearly for each trainee/apprentice.
3. Working hours of trainees/apprentices **must** be submitted in accordance with place of work. The “remarks” column must be used if hours vary and also **to signify last month of training**.
4. The period with dates of each day and workplace **must** be clearly stated at **all times**.
5. The certified stamp of the agency **must** be clearly visible along with the supervisor’s signature.
6. Each trainee’s signature **must** be present in the space allocated on all Trainee Attendance Records.
7. **No** liquid paper or super imposing is allowed on any Trainee Attendance Records.
8. **Errors made** must be crossed once and initialled.
9. Only blue or black ink is to be used when completing all Trainee Attendance Records
10. All Trainee Attendance Records **must** be submitted on a regular and timely basis on the 1st working day of the following month.

