

OJT Audit Check Sheet 2022-2023

S.Wheeler
Wakulla High School

Student Name _____ # Periods of OJT _____

Place of Employment _____ Total Hours Needed _____
(144 per period OJT)

_____ Student Training Plan WS complete up to date (signatures, dates, employers name/address, etc.)

_____ Training Agreement complete up to date (signatures, employers name/address, etc.)

_____ Transportation Form (includes Driver's license and Car Insurance)

PROOF OF PAYROLL

_____ October 2022

_____ February 2023

Comments/Notes:

EVALUATIONS:

_____ Quarter 1 Evaluation

_____ Quarter 3 Evaluation

_____ Quarter 2 Evaluation

_____ Quarter 4 Evaluation

Comments/Notes:

TIME CARDS

Ensure every student timecard contains accurate:

- Date (students can't document days if they are AUAU/AEAE from school)
- Time arrived/left
- Total Hours Worked (minus unpaid breaks)
- Daily Wages
- Student & Employer Signatures & Dates

_____ August Hours Worked _____

_____ January Hours Worked _____

_____ September Hours Worked _____

_____ February Hours Worked _____

_____ October Hours Worked _____

FTE Week Hours Worked _____

FTE Week Hours Worked _____

_____ March Hours Worked _____

_____ November Hours Worked _____

_____ April Hours Worked _____

_____ December Hours Worked _____

_____ May Hours Worked _____

TOTAL/SEMESTER 1 _____

TOTAL/SEMESTER 2 _____

Comments/Notes: