

CLARIFICATION OF HOURS FORM

Participant:
OJT/ESE Agreement #:
Employer:

Period	Hours Worked	Clarifications (If Applicable)
<i>Date ranges of</i>		
<i>Pay stubs</i>		
Total Hours Worked		

Comments:

Notes using for tool: Please ensure that the first and last dates in the chart above reflect the same dates as the invoice. Also ensure that “Hours Worked” are within that date range accordingly. These are the pay period date ranges, not the date the check is issued.

*Handwriting on Agreement and Invoice Packet is not allowable.
Highlighting on paystubs is acceptable. Anything else that needs to be conveyed, include on this form, or through email correspondence with employer.*

Scenarios that need clarification:

1. If the paystubs include hours that aren't currently being invoiced
2. If there are multiple Phases on the Invoice (ESE)
3. If there are multiple wage rates in the Invoice packet (ESE/OJT)