U.S. Department of Labor PY 2024 JOB CORPS APPEAL FORM QUARTER 2 AND QUARTER 4 SURVEY EARNINGS OUTCOMES

Student Information (Pl	ease Print):			Check Box for Appeal:							
1. Student Identification Nun	aber			Q2 Earnings	Q4 Earnings	Job Place Submitte					
2. Last Name:			MI (if applica	ble): First Name:							
3.Last Center Attended				4. Date of Separation	n: Mor	nth Da	y Year				
Co	orrect Start an	nd End Dates	for the Appı	ropriate Quarter (Qu	arter 2 or Quarter	4 after Exit)					
5. Start Date of Quarter:	Month	Day	Year	6. End Date of Quart	ter: Mon	nth Day	y Year				
Information of Person Co	ompleting the	Form:									
Print Your Name:			2 Vous	Dogition Title							
			2. Your	2. Your Position Title:							
3. Your Telephone:			4.Your e	4. Your e-mail address:							
5. Contractor Name/Code (six	ĸ-digit ID Code):	:	6. Date f	6. Date form submitted:							
7. Signature:											
Summary Job Placeme		n:									
Number of Jobs Held Dur.	2. Total Ear	nings from All	Jobs in the Quarter:	3. Number of Page	es Included in	Appeal Paperwork					
		Nationa	al Office Use C	Only							
Reviewed by:			Date:	·							
☐ Approved			Reason	son for Denial:							
☐ Not Approved											

FOR EACH JOB HELD BY THE STUDENT DURING THE QUARTER, PLEASE COMPLETE A JOB WORKSHEET USING THE TEMPLATE ON THE FOLLOWING PAGE. COMPLETE ONE WORKSHEET PER JOB.

JOB WORKSHEET

1. Employer's Name:	2. Employment Start Date:		3. Employment End Date:		
4. Employer's Address:					
5. Type of Documentation Submitted to Verify Earnings:	Pay Stub: Proof of Income fo	Timesheets: or Tax Purposes:	Earnings Statement:	Third P	arty:

Complete the following worksheet for each pay period in documentation*. Note, the quarter period is comprised of 13 weeks; however, this may not correspond perfectly with the work weeks, and the quarter period may actually fall across 15 work weeks.

			Standard pay					Extra pay								
Period				Number of	Number of hours		Gross			Overtime						
	Begin Date	End Date	Number of days worked	hours worked per day	worked per period	Wage per hour	Earnings for the period	Base Pay Subtotal	Wage	Hours	Pay	Tips	Commissions	Other* (Explain below)	Extra Pay Subtotal	Total Pay
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
TOTALS																

*If any value is entered under "Extra Pay", "Other" explain what it was for:	

Appendix 501, Attachment 5 (Page 3)

PRH Chapter 5: Management Services