

YOUTH EMPLOYMENT AGENCY

HEADQUARTERS

Right Ground Floor - Liberation Towers
Castle Road – Ridge - Accra

Tel:+233 302 235023 Email: info@yea.gov.gh

YEA FORM B

BENEFICIARY MONTHLY TIMESHEET

PART 1: TO BE COMPLETED BY THE BENEFICIARY



NAME:

REGION:

DISTRICT:

MONTH & YEAR:

MODULE:

UNIT:

YEA NUMBER

INSTITUTION:

SEX: **MALE** **FEMALE**



E-ZWICH NUMBER

MOBILE MONEY NUMBER

Beneficiary's Signature:

Date: (dd/mm/yyyy):

PART 2: TO BE COMPLETED BY BENEFICIARY IN THE PRESENCE OF HIS/HER IMMEDIATE SUPERVISOR

WORKING DAYS	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Total Hours			%				
	Work	Vac.	Grand																																				
DAYS WORKED																																							
Christmas Break																																							
Weekends																																							
Holidays																																							
Personal Days																																							
Vacation																																							
Sick Time																																							
Total																																							

PART 3: TO BE COMPLETED BY THE BENEFICIARY IMMEDIATE SUPERVISOR

PUNCTUALITY	V. GOOD	GOOD	FAIR	BAD	ATTITUDE TOWARDS WORK	V. GOOD	GOOD	FAIR	BAD	No. of days worked	No. of days Absent
	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>		<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>		

Supervisor's Comments/Remarks:

Supervisor's Name: **Contact:** **Supervisor's Signature & Official Stamp:** **Date: (dd/mm/yyyy):**

PLEASE NOTE: THIS FORM IS TO BE COMPLETED AND SUBMITTED AT THE DISTRICT OFFICE OF THE YOUTH EMPLOYMENT AGENCY BY THE 15TH OF EVERY MONTH. FAILURE TO DO SO WILL MEAN WITHHOLDING OF BENEFICIARY'S ALLOWANCE