TIME SHEETS ARE DUE NO LATER THAN CLOSE OF THE LAST BUSINESS DAY OF THE PAY PERIOD. TIME SHEETS NOT RECEIVED WILL RESULT IN PARTICIPANT NOT BEING PAID UNTIL THE FOLLOWING PAY PERIOD. NO EXCEPTIONS.

**Please email to: aglover@m4a.org or fax to: 1-866-890-0374**

# SENIOR PARTICIPANT & WORKERS EMPLOYMENT PROGRAM TIME SHEET

**Participant:**

**Assignment Title:** **Hourly Rate** **$12.00**

**Name of Host Agency:**

| PAYROLL BEGINNING DATE | | PAYROLL ENDING DATE | |
|---|---|---|---|
| Wednesday, July 1, 2026 | | Wednesday, July 15, 2026 | |

| DAY | Community Service Hours Worked | Federal Holiday Hours | Training (meeting) Hours | Total Paid Hours | Host Agency Supervisor Hours/Day |
|---|---|---|---|---|---|
| Wednesday, July 1, 2026 | | | | | |
| Thursday, July 2, 2026 | | | | | |
| Friday, July 3, 2026 | | | | | |
| Saturday, July 4, 2026 | | | | | |
| Sunday, July 5, 2026 | | | | | |
| Monday, July 6, 2026 | | | | | |
| Tuesday, July 7, 2026 | | | | | |
| Wednesday, July 8, 2026 | | | | | |
| Thursday, July 9, 2026 | | | | | |
| Friday, July 10, 2026 | | | | | |
| Saturday, July 11, 2026 | | | | | |
| Sunday, July 12, 2026 | | | | | |
| Monday, July 13, 2026 | | | | | |
| Tuesday, July 14, 2026 | | | | | |
| Wednesday, July 15, 2026 | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| TOTALS | | | | | |

The undersigned hereby certifies that the reporting information is correct for the payroll period indicated.

**FAX NUMBER: 1-866-890-0374**

Participant Signature _____ DATE _____

Host Agency Supervisor Signature _____ DATE _____

**For Program Director Use Only**

**Total hours for pay this period** _____

**Payment approved by:** _____