

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.

SENIOR PARTICIPANT & WORKERS EMPLOYMENT PROGRAM TIME SHEET

Participant:

Assignment Title:

Hourly Rate

\$7.25

Name of Host Agency:

PAYROLL BEGINNING DATE
Monday, July 01, 2024

PAYROLL ENDING DATE
Monday, July 15, 2024

Email Timeheets: srichburg@m4a.org or Fax: 1-866-890-0374

	Community Service Hours Worked	Federal Holiday Hours	Training (meeting) Hours	Total Paid Hours	Host Agency Supervisor Hours/Day
Monday, July 01, 2024					
Tuesday, July 02, 2024					
Wednesday, July 03, 2024					
Thursday, July 04, 2024					
Friday, July 05, 2024					
Saturday, July 06, 2024					
Sunday, July 07, 2024					
Monday, July 08, 2024					
Tuesday, July 09, 2024					
Wednesday, July 10, 2024					
Thursday, July 11, 2024					
Friday, July 12, 2024					
Saturday, July 13, 2024					
Sunday, July 14, 2024					
Monday, July 15, 2024					
TOTALS					

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

EMAIL: srichburg@m4a.org or 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: _____