

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

Tuesday, July 16, 2024

PAYROLL ENDING DATE

Wednesday, July 31, 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
Tuesday, July 16, 2024					
Wednesday, July 17, 2024					
Thursday, July 18, 2024					
Friday, July 19, 2024					
Saturday, July 20, 2024					
Sunday, July 21, 2024					
Monday, July 22, 2024					
Tuesday, July 23, 2024					
Wednesday, July 24, 2024					
Thursday, July 25, 2024					
Friday, July 26, 2024					
Saturday, July 27, 2024					
Sunday, July 28, 2024					
Monday, July 29, 2024					
Tuesday, July 30, 2024					
Wednesday, July 31, 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: