

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
Sunday, June 16, 2024

PAYROLL ENDING DATE
Monday, June 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
Sunday, June 16, 2024					
Monday, June 17, 2024					
Tuesday, June 18, 2024					
Wednesday, June 19, 2024					
Thursday, June 20, 2024					
Friday, June 21, 2024					
Saturday, June 22, 2024					
Sunday, June 23, 2024					
Monday, June 24, 2024					
Tuesday, June 25, 2024					
Wednesday, June 26, 2024					
Thursday, June 27, 2024					
Friday, June 28, 2024					
Saturday, June 29, 2024					
Sunday, June 30, 2024					
Monday, June 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: _____