

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
Friday August 16, 2024

PAYROLL ENDING DATE
Saturday, August 31, 2024

DAY	Community Service Hours Worked	Federal Holiday Hours	Training (meeting) Hours	Total Paid Hours	Host Agency Supervisor Hours/Day
Friday, August 16, 2024					
Saturday, August 17, 2024					
Sunday, August 18, 2024					
Monday, August 19, 2024					
Tuesday, August 20, 2024					
Wednesday, August 21, 2024					
Thursday, August 22, 2024					
Friday, August 23, 2024					
Saturday, August 24, 2024					
Sunday, August 25, 2024					
Monday, August 26, 2024					
Tuesday, August 27, 2024					
Wednesday, August 28, 2024					
Thursday, August 29, 2024					
Friday, August 30, 2024					
Saturday, August 31, 2024					
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: _____