

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, December 01, 2024

PAYROLL ENDING DATE

December, Sunday 15, 2024

DAY	Community Service Hours Worked	Federal Holiday Hours	Training (meeting) Hours	Total Paid Hours	Host Agency Supervisor Hours/Day
Sunday, December 1, 2024					
Monday, December 2, 2024					
Tuesday, December 3, 2024					
Wednesday, December 4, 2024					
Thursday, December 5, 2024					
Friday, December 6, 2024					
Saturday, December 7, 2024					
Sunday, December 8, 2024					
Monday, December 9, 2024					
Tuesday, December 10, 2024					
Wednesday, December 11, 2024					
Thursday, December 12, 2024					
Friday, December 13, 2024					
Saturday, December 14, 2024					
Sunday, December 15, 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:
