

**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 Ending Date**  
Friday, November 01, 2024

\_\_\_\_\_

**Payroll Ending Date**  
Friday, November 15, 2024

\_\_\_\_\_

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

**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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_