

**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, September 1, 2024

**PAYROLL ENDING DATE**  
Sunday, September 15, 2024

| <b>DAY</b>                    | <b>Community Service Hours Worked</b> | <b>Federal Holiday Hours</b> | <b>Training (meeting) Hours</b> | <b>Total Paid Hours</b> | <b>Host Agency Supervisor Hours/Day</b> |
|-------------------------------|---------------------------------------|------------------------------|---------------------------------|-------------------------|---|
| Sunday, September 1, 2024     |                                       |                              |                                 |                         |   |
| Monday, September 2, 2024     |                                       |                              |                                 |                         |   |
| Tuesday, September 3, 2024    |                                       |                              |                                 |                         |   |
| Wednesday, September 4, 2024  |                                       |                              |                                 |                         |   |
| Thursday, September 5, 2024   |                                       |                              |                                 |                         |   |
| Friday, September 6, 2024     |                                       |                              |                                 |                         |   |
| Saturday, September 7, 2024   |                                       |                              |                                 |                         |   |
| Sunday, September 8, 2024     |                                       |                              |                                 |                         |   |
| Monday, September 9, 2024     |                                       |                              |                                 |                         |   |
| Tuesday, September 10, 2024   |                                       |                              |                                 |                         |   |
| Wednesday, September 11, 2024 |                                       |                              |                                 |                         |   |
| Thursday, September 12, 2024  |                                       |                              |                                 |                         |   |
| Friday, September 13, 2024    |                                       |                              |                                 |                         |   |
| Saturday, September 14, 2024  |                                       |                              |                                 |                         |   |
| Sunday, September 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:** \_\_\_\_\_