

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
Tuesday, April 1, 2025

PAYROLL ENDING DATE
Tuesday, April 15, 2025

Email Timeheets: srichburg@m4a.org or Fax: 1-866-890-0374

DAY	Community Service Hours Worked	Federal Holiday Hours	Training (meeting) Hours	Total Paid Hours	Host Agency Supervisor Hours/Day
Tuesday, April 01, 2025					
Wednesday, April 02, 2025					
Thursday, April 03, 2025					
Friday, April 04, 2025					
Saturday, April 05, 2025					
Sunday, April 06, 2025					
Monday, April 07, 2025					
Tuesday, April 08, 2025					
Wednesday, April 09, 2025					
Thursday, April 10, 2025					
Friday, April 11, 2025					
Saturday, April 12, 2025					
Sunday, April 13, 2025					
Monday, April 14, 2025					
Tuesday, April 15, 2025					
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: _____