

**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**  
Monday, June 16, 2025

**PAYROLL ENDING DATE**  
Monday, June 30, 2025

**Email Timeheets: [srichburg@m4a.org](mailto:srichburg@m4a.org) or Fax: 1-866-890-0374**

	<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>
Monday, June 16, 2025					
Tuesday, June 17, 2025					
Wednesday, June 18, 2025					
Thursday, June 19, 2025					
Friday, June 20, 2025					
Saturday, June 21, 2025					
Sunday, June 22, 2025					
Monday, June 23, 2025					
Tuesday, June 24, 2025					
Wednesday, June 25, 2025					
Thursday, June 26, 2025					
Friday, June 27, 2025					
Saturday, June 28, 2025					
Sunday, June 29, 2025					
Monday, June 30, 2025					
<b>TOTALS</b>					

**The undersigned hereby certifies that the reporting information is correct for the payroll period indicated.**

**EMAIL: [srichburg@m4a.org](mailto: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: \_\_\_\_\_