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		PAYROLL ENDING DATE	
Saturday, March 01, 2025		Saturday, March 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
Saturday, March 01, 2025					
Sunday, March 02, 2025					
Monday, March 03, 2025					
Tuesday, March 04, 2025					
Wednesday, March 05, 2025					
Thursday, March 06, 2025					
Friday, March 07, 2025					
Saturday, March 08, 2025					
Sunday, March 09, 2025					
Monday, March 10, 2025					
Tuesday, March 11, 2025					
Wednesday, March 12 , 2025					
Thursday, March 13, 2025					
Friday, March 14, 2025					
Saturday, March 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: _____