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	
Sunday, March 16, 2025		Monday, March 31, 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
Sunday, March 16, 2025					
Monday, March 17, 2025					
Tuesday, March 18, 2025					
Wednesday, March 19, 2025					
Thursday, March 20, 2025					
Friday, March 21, 2025					
Saturday, March 22, 2025					
Sunday, March 23, 2025					
Monday, March 24, 2025					
Tuesday, March 25, 2025					
Wednesday, March 26, 2025					
Thursday, March 27 , 2025					
Friday, March 28, 2025					
Saturday, March 29, 2025					
Sunday, March 30, 2025					
Monday, March 31, 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: _____