

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
Friday, May 16, 2025

PAYROLL ENDING DATE
Friday, May 30, 2025

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

	Community Service Hours Worked	Federal Holiday Hours	Training (meeting) Hours	Total Paid Hours	Host Agency Supervisor Hours/Day
Friday, May 16, 2025					
Saturday, May 17, 2025					
Sunday, May 18, 2025					
Monday, May 19, 2025					
Tuesday, May 20, 2025					
Wednesday, May 21, 2025					
Thursday, May 22, 2025					
Friday, May 23, 2025					
Saturday, May 24, 2025					
Sunday, May 25, 2025					
Monday, May 26, 2025					
Tuesday, May 27, 2025					
Wednesday, May 28, 2025					
Thursday, May 29, 2025					
Friday, May 30, 2025					
Saturday, May 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: _____