

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
Thursday, May 01, 2025

PAYROLL ENDING DATE
Thursday, May 15, 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
Thursday, May 01, 2025					
Friday, May 02, 2025					
Saturday, May 03, 2025					
Sunday, May 04, 2025					
Monday, May 05, 2025					
Tuesday, May 06, 2025					
Wednesday, May 07, 2025					
Thursday, May 08, 2025					
Friday, May 09, 2025					
Saturday, May 10, 2025					
Sunday, May 11, 2025					
Monday, May 12, 2025					
Tuesday, May 13, 2025					
Wednesday, May 14, 2025					
Thursday, May 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: _____