

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.

Please email to: aglover@m4a.org or fax to: 1-866-890-0374

SENIOR PARTICIPANT & WORKERS EMPLOYMENT PROGRAM TIME SHEET

Participant:

Assignment Title:

Hourly Rate

Name of Host Agency:

PAYROLL BEGINNING DATE
Saturday, August 1, 2026

PAYROLL ENDING DATE
Saturday, August 15, 2026

DAY	Community Service Hours Worked	Federal Holiday Hours	Training (meeting) Hours	Total Paid Hours	Host Agency Supervisor Hours/Day
Saturday, August 1, 2026					
Sunday, August 2, 2026					
Monday, August 3, 2026					
Tuesday, August 4, 2026					
Wednesday, August 5, 2026					
Thursday, August 6, 2026					
Friday, August 7, 2026					
Saturday, August 8, 2026					
Sunday, August 9, 2026					
Monday, August 10, 2026					
Tuesday, August 11, 2026					
Wednesday, August 12, 2026					
Thursday, August 13, 2026					
Friday, August 14, 2026					
Saturday, August 15, 2026					
TOTALS					

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

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: