

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