

**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](mailto: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**  
Thursday, July 16, 2026

**PAYROLL ENDING DATE**  
Friday, July 31, 2026

| DAY                      | Community Service Hours Worked | Federal Holiday Hours | Training (meeting) Hours | Total Paid Hours | Host Agency Supervisor Hours/Day |
|--------------------------|--------------------------------|-----------------------|--------------------------|------------------|----------------------------------|
| Thursday, July 16, 2026  |                                |                       |                          |                  |                                  |
| Friday, July 17, 2026    |                                |                       |                          |                  |                                  |
| Saturday, July 18, 2026  |                                |                       |                          |                  |                                  |
| Sunday, July 19, 2026    |                                |                       |                          |                  |                                  |
| Monday, July 20, 2026    |                                |                       |                          |                  |                                  |
| Tuesday, July 21, 2026   |                                |                       |                          |                  |                                  |
| Wednesday, July 22, 2026 |                                |                       |                          |                  |                                  |
| Thursday, July 23, 2026  |                                |                       |                          |                  |                                  |
| Friday, July 24, 2026    |                                |                       |                          |                  |                                  |
| Saturday, July 25, 2026  |                                |                       |                          |                  |                                  |
| Sunday, July 26, 2026    |                                |                       |                          |                  |                                  |
| Monday, July 27, 2026    |                                |                       |                          |                  |                                  |
| Tuesday, July 28, 2026   |                                |                       |                          |                  |                                  |
| Wednesday, July 29, 2026 |                                |                       |                          |                  |                                  |
| Thursday, July 30, 2026  |                                |                       |                          |                  |                                  |
| Friday, July 31, 2026    |                                |                       |                          |                  |                                  |
|                          |                                |                       |                          |                  |                                  |
|                          |                                |                       |                          |                  |                                  |
|                          |                                |                       |                          |                  |                                  |
| <b>TOTALS</b>            |                                |                       |                          |                  |                                  |

**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: \_\_\_\_\_