

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
Monday, January 1, 2024

PAYROLL ENDING DATE
Monday, January 15, 2024

DAY	Community Service Hours Worked	Federal Holiday Hours	Training (meeting) Hours	Total Paid Hours	Host Agency Supervisor Hours/Day
Monday, January 1, 2024					
Tuesday, January 2, 2024					
Wednesday, January 3, 2024					
Thursday, January 4, 2024					
Friday, January 5, 2024					
Saturday, January 6, 2024					
Sunday, January 7, 2024					
Monday, January 8, 2024					
Tuesday, January 9, 2024					
Wednesday, January 10, 2024					
Thursday, January 11, 2024					
Friday, January 12, 2024					
Saturday, January 13, 2024					
Sunday, January 14, 2024					
Monday, January 15, 2024					
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: _____