

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

<b>PAYROLL BEGINNING DATE</b> Saturday, April 1, 2023	<b>PAYROLL ENDING DATE</b> Saturday, April 15, 2023
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DAY	Community Service Hours Worked	Federal Holiday Hours	Training (meeting) Hours	Total Paid Hours	Host Agency Supervisor Hours/Day
Saturday, April 1, 2023					
Sunday, April 2, 2023					
Monday, April 3, 2023					
Tuesday, April 4, 2023					
Wednesday, April 5, 2023					
Thursday, April 6, 2023					
Friday, April 7, 2023					
Saturday, April 8, 2023					
Sunday, April 9, 2023					
Monday, April 10, 2023					
Tuesday, April 11, 2023					
Wednesday, April 12, 2023					
Thursday, April 13, 2023					
Friday, April 14, 2023					
Saturday, April 15, 2023					
<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: \_\_\_\_\_