

**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**  
Sunday, April 16, 2023

**PAYROLL ENDING DATE**  
Sunday, April 30, 2023

<b>DAY</b>	<b>Community Service Hours Worked</b>	<b>Federal Holiday Hours</b>	<b>Training (meeting) Hours</b>	<b>Total Paid Hours</b>	<b>Host Agency Supervisor Hours/Day</b>
Sunday, April 16, 2023					
Monday, April 17, 2023					
Tuesday, April 18, 2023					
Wednesday, April 19, 2023					
Thursday, April 20, 2023					
Friday, April 21, 2023					
Saturday, April 22, 2023					
Sunday, April 23, 2023					
Monday, April 24, 2023					
Tuesday, April 25, 2023					
Wednesday, April 26, 2023					
Thursday, April 27, 2023					
Friday, April 28, 2023					
Saturday, April 29, 2023					
Sunday, April 30, 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: \_\_\_\_\_