

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		PAYROLL ENDING DATE	
Thursday, March 16, 2023		Friday, March 31, 2023	

DAY	Community Service Hours Worked	Federal Holiday Hours	Training (meeting) Hours	Total Paid Hours	Host Agency Supervisor Hours/Day
Thursday, March 16, 2023					
Friday, March 17, 2023					
Saturday, March 18, 2023					
Sunday, March 19, 2023					
Monday, March 20, 2023					
Tuesday, March 21, 2023					
Wednesday, March 22, 2023					
Thursday, March 23, 2023					
Friday, March 24, 2023					
Saturday, March 25, 2023					
Sunday, March 26, 2023					
Monday, March 27, 2023					
Tuesday, March 28, 2023					
Wednesday, March 29, 2023					
Thursday, March 30, 2023					
Friday, March 31, 2023					
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: _____