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	
Monday, May 1, 2023		Monday, May 15, 2023	

DAY	Community Service Hours Worked	Federal Holiday Hours	Training (meeting) Hours	Total Paid Hours	Host Agency Supervisor Hours/Day
Monday, May 1, 2023					
Tuesday, May 2, 2023					
Wednesday, May 3, 2023					
Thursday, May 4, 2023					
Friday, May 5, 2023					
Saturday, May 6, 2023					
Sunday, May 7, 2023					
Monday, May 8, 2023					
Tuesday, May 9, 2023					
Wednesday, May 10, 2023					
Thursday, May 11, 2023					
Friday, May 12, 2023					
Saturday, May 13, 2023					
Sunday, May 14, 2023					
Monday, May 15, 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: _____