

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 | |
| Tuesday, May 16, 2023 | | Wednesday, May 31, 2023 | |

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