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	e \$7.25
Name of Host Agency:					
PAYROLL BEGINNING DATE Friday, February 16, 2024				PAYROLL ENDING DATE Thursday, February 29, 2024	
	<b>Email Timeheet</b>	ts: srichburg@	m4a.org or Fax	: 1-866-890-0374	
DAY	Community Service Hours Worked	Federal Holiday Hours	Training (meeting) Hours	Total Paid Hours	Host Agency Supervisor Hours/Day
Friday, February 16, 2024					
Saturday, February 17, 2024					
Sunday, February, 18, 2024					
Monday, February, 19, 2024					
Tuesday, February, 20, 2024					
Wednesday, February, 21, 2024					
Thursday, February 22, 2024					
Friday, February 23, 2024					
Saturday, February 24, 2024					
Sunday, February 25, 2024					
Monday, February 26, 2024					
Tuesday, February 27, 2024					
Wednesday , February 28, 2024					
Thursday, February 29, 2024					
TOTALS					
The u	ndersigned hereby certifie	s that the reporting info	ormation is correct for the	e payroll period indicated.	
	EMAIL: srichburg	@m4a.org or FAX N	IUMBER: 1-866-890-0	374	
Participant Signature			DATE		
Host Agency Supervisor Signature				DATE	
		For Program Dire	ctor Use Only		
Total hours for pay this period					
Payment approved by:					