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 Friday, March 01, 2024				PAYROLL ENDING DATE Thursday, March 15, 2024	
	Email Timeheet	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, March 01, 2024					
Saturday, March 02, 2024					
Sunday, March 03, 2024					
Monday, March 04, 2024					
Tuesday, March 05, 2024					
Wednesday, March 06, 2024					
Thursday, March 07, 2024					
Friday, March 08, 2024					
Saturday, March 09, 2024					
Sunday, March 10, 2024					
Monday, March 11, 2024					
Tuesday, March 12, 2024					
Wednesday, March 13, 2024					
Thursday, March 14, 2024					
Friday, March 15, 2024					
TOTALS					
The	undersigned hereby certifie	s that the reporting info	ormation is correct for the	e payroll period indicated.	
	EMAIL: srichburg	@m4a.org or FAX N	UMBER: 1-866-890-03	374	
Participant Signature				DATE	
Host Agency Supervisor Signature				DATE	
For Program Director Use Only					
Total hours for pay this period					
Payment approved by:					
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