

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
Saturday, March 16, 2024

PAYROLL ENDING DATE
Sunday, March 31, 2024

Email Timeheets: 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
Saturday, March 16, 2024					
Sunday, March 17, 2024					
Monday, March 18, 2024					
Tuesday, March 19, 2024					
Wednesday, March 20, 2024					
Thursday, March 21, 2024					
Friday, March 22, 2024					
Saturday, March 23, 2024					
Sunday, March 24, 2024					
Monday, March 25, 2024					
Tuesday, March 26, 2024					
Wednesday, March 27, 2024					
Thursday, March 28, 2024					
Fridayday, March 29, 2024					
Saturday, March 30, 2024					
Sunday, March 31, 2024					
TOTALS					

The undersigned hereby certifies that the reporting information is correct for the payroll period indicated.

EMAIL: srichburg@m4a.org or 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: _____