

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
Thursday, May 16, 2024

PAYROLL ENDING DATE
Friday, May 31, 2024

Email Timeheets: srichburg@m4a.org or Fax: 1-866-890-0374

	Community Service Hours Worked	Federal Holiday Hours	Training (meeting) Hours	Total Paid Hours	Host Agency Supervisor Hours/Day
Thursday, May 16, 2024					
Friday, May 17, 2024					
Saturday, May 18, 2024					
Sunday, May 19, 2024					
Monday, May 20, 2024					
Tuesday, May 21, 2024					
Wednesday, May 22, 2024					
Thursday, May 23, 2024					
Friday, May 24, 2024					
Saturday, May 25, 2024					
Sunday, May 26, 2024					
Monday, May 27, 2024					
Tuesday, May 28, 2024					
Wednesday, May 29, 2024					
Thursday, May 30, 2024					
Friday, May 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: _____