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	
Wednesday, May 01, 2024		Wednesday, May 15, 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
Wednesday, May 01, 2024					
Thursday, May 02, 2024					
Friday, May 03, 2024					
Saturday, May 04, 2024					
Sunday, May 05, 2024					
Monday, May 06, 2024					
Tuesday, May 07, 2024					
Wednesday, May 08, 2024					
Thursday, May 09, 2024					
Friday, May 10, 2024					
Saturday, May 11, 2024					
Sunday, May 12 , 2024					
Monday, May 13 2024					
Tuesday, May 14, 2024					
Wednesday, May 15, 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: _____