

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, August 1, 2024

PAYROLL ENDING DATE
Thursday, August 15, 2024

DAY	Community Service Hours Worked	Federal Holiday Hours	Training (meeting) Hours	Total Paid Hours	Host Agency Supervisor Hours/Day
Thursday, August 1, 2024					
Friday, August 2, 2024					
Saturday, August 3, 2024					
Sunday, August 4, 2024					
Monday, August 5, 2024					
Tuesday, August 6, 2024					
Wednesday, August 7, 2024					
Thursday, August 8, 2024					
Friday, August 9, 2024					
Saturday, August 10, 2024					
Sunday, August 11, 2024					
Monday, August 12, 2024					
Tuesday, August 13, 2024					
Wednesday, August 14, 2024					
Thursday, August 15, 2024					
TOTALS					

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

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: _____