

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, January 16, 2025

PAYROLL ENDING DATE

Friday, January 31, 2025

DAY	Community Service Hours Worked	Federal Holiday Hours	Training (meeting) Hours	Total Paid Hours	Host Agency Supervisor Hours/Day
Thursday, January 16, 2025					
Friday, January 17, 2025					
Saturday, January 18, 2025					
Sunday, January 19, 2025					
Monday, January 20, 2025					
Tuesday, January 21, 2025					
Wednesday, January 22, 2025					
Thursday, January 23, 2025					
Friday, January 24, 2025					
Saturday, January 25, 2025					
Sunday, January 26, 2025					
Monday, January 27, 2025					
Tuesday, January 28, 2025					
Wednesday, January 29, 2025					
Thursday, January 30, 2025					
Friday, January 31, 2025					
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: _____