

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 Ending Date
Saturday, November 16, 2024

Payroll Ending Date
Saturday, November 30, 2024

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