

**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**  
Wednesday, April 16, 2025

**PAYROLL ENDING DATE**  
Wednesday, April 30, 2025

**Email Timeheets: [srichburg@m4a.org](mailto:srichburg@m4a.org) or Fax: 1-866-890-0374**

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

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

**EMAIL: [srichburg@m4a.org](mailto: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: \_\_\_\_\_