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	
Sunday, February 16, 2025		Friday, February 28, 2025	

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
Sunday, February 16, 2025					
Monday, February 17, 2025					
Tuesday, February 18, 2025					
Wednesday, February 19, 2025					
Thursday, February 20, 2025					
Friday, February 21, 2025					
Saturday, February 22, 2025					
Sunday, February 23, 2025					
Monday, February 24, 2025					
Tuesday, February 25, 2025					
Wednesday, February 26, 2025					
Thursday, February 27, 2025					
Friday, February 28, 2025					
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: _____