

**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**

**MIDDLE ALABAMA AREA AGENCY ON AGING  
SENIOR PARTICIPANT & WORKERS EMPLOYMENT PROGRAM TIME SHEET**

Participant: \_\_\_\_\_

Assignment Title: \_\_\_\_\_ Hourly Rate: 7.25

Name of Host Agency: \_\_\_\_\_

Payroll Period Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Date	Community Service Hours Worked	Federal Holiday Hours	Training (Meeting) Hours	Total Paid Hours	Host Agency Supervisor Hours/Day
<b>Totals</b>					

**The undersigned hereby certifies that the reporting information is correct for the payroll period indicated.  
FAX NUMBER: 1-866-890-0374**

I. \_\_\_\_\_  
Participant Signature

\_\_\_\_\_ Date

II. \_\_\_\_\_  
Host Agency Supervisor Signature

\_\_\_\_\_ Date

**For Program Director Use Only**

Total hours for pay this period \_\_\_\_\_

Payment approved by: \_\_\_\_\_  
Signature of Project Director or Sponsor's Designee

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Additional copies of this and other forms can be printed from our web site: [m4a-alabama.org](http://m4a-alabama.org)

**PAYROLL SCHEDULE**  
**JULY 1, 2015 – JUNE 30, 2016**

Beginning Date	Ending Date	Time Sheet Due	Pay Date
07/01/2015	07/15/2015	07/16/2015	07/31/2015
07/16/2015	07/31/2015	08/03/2015	08/14/2015
08/01/2015	08/15/2015	08/17/2015	08/31/2015
08/16/2015	08/31/2015	09/01/2015	09/15/2015
09/01/2015	09/15/2015	09/16/2015	09/30/2015
09/16/2015	09/30/2015	10/01/2015	10/15/2015
10/01/2015	10/15/2015	10/16/2015	10/30/2015
10/16/2015	10/31/2015	11/02/2015	11/13/2015
11/01/2015	11/15/2015	11/16/2015	11/30/2015
11/16/2015	11/30/2015	12/01/2015	12/15/2015
12/01/2015	12/15/2015	12/16/2015	12/31/2015
12/16/2015	12/31/2015	01/04/2016	01/15/2016
01/01/2016	01/15/2016	01/19/2016	01/29/2016
01/16/2016	01/31/2016	02/01/2016	02/15/2016
02/01/2016	02/15/2016	02/16/2016	02/29/2016
02/16/2016	02/29/2016	03/01/2016	03/15/2016
03/01/2016	03/15/2016	03/16/2016	03/31/2016
03/16/2016	03/31/2016	04/01/2016	04/15/2016
04/01/2016	04/15/2016	04/18/2016	04/29/2016
04/16/2016	04/30/2016	05/01/2016	05/13/2016
05/01/2016	05/15/2016	05/16/2016	05/31/2016
05/16/2016	05/31/2016	06/01/2016	06/15/2016
06/01/2016	06/15/2016	06/16/2016	06/30/2016
06/16/2016	06/30/2016	07/01/2016	07/15/2016

Note: You are only allowed the normal 20 hours per week. Remember the total hours will vary for each pay period and you will be paid accordingly. However, you must never work no more than 20 hours each week unless approved.

Be careful to use the proper dates and do not try to sub-total weekly. Only enter work dates and paid hours on the time sheet, total each column and row accurately.

**Please fax in your time to 1-866-890-0374. Thanks!!**  
**“DO NOT MAIL”**