Senior Community Service Employment Program (SCSEP)

**PARTICIPANT TIMESHEET**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name: |  | | Host Agency: |  | | | Week Ending: | |  |
| Date | | Regular Hours | | | **Holiday** | **Training Hours** | | **Total** | | |
| Week #1 ending | |  | | |  |  | |  | | |
| **Monday** | |  | | |  |  | |  | | |
| **Tuesday** | |  | | |  |  | |  | | |
| **Wednesday** | |  | | |  |  | |  | | |
| **Thursday** | |  | | |  |  | |  | | |
| **Friday** | |  | | |  |  | |  | | |
| / | |  | | |  |  | |  | | |
| Week #2 ending | |  | | |  |  | |  | | |
| Monday | |  | | |  |  | |  | | |
| **Tuesday** | |  | | |  |  | |  | | |
| **Wednesday** | |  | | |  |  | |  | | |
| **Thursday** | |  | | |  |  | |  | | |
| **Friday** | |  | | |  |  | |  | | |
| **Total Hours** | |  | | |  |  | |  | | |
|  | | **Regular Hours** | | | **Holidays** | **Training Hours** | | **Grand Total** | | |

**Host Agency In-Kind Contributions:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Supervised # of Hours** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **$\_\_\_\_\_\_\_\_** | **Supplies** | **$\_\_\_\_\_\_\_\_\_** | **Rent** | **$\_\_\_\_\_\_\_\_\_\_** |
| **Telephone**  **Please fax timesheet (fax #xxx-xxx-xxxx) the second Friday of pay period and mail original. Attention:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **$\_\_\_\_\_\_\_\_** | **Transportation** | **$\_\_\_\_\_\_\_\_\_** | **Other/Specify** | **$\_\_\_\_\_\_\_\_\_\_** |

|  |  |  |
| --- | --- | --- |
| **Trainee’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | **Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Supervisors Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | **Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Authorized Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | **Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |