



OPERATION ABLE | SCSEP Participant Timesheet | NEW HAMPSHIRE

SCSEP - Bi-weekly Time Sheet | Fax before Noon on Time Sheet Due Dates
FAX: 603-623-5277 OR SCAN/EMAIL NHPAYROLL@OPERATIONABLE.NET



If you have questions, please call your Program Assistant

SCSEP PARTICIPANT:
HOST AGENCY:
Host Agency Supervisor: PHONE:
Host Agency Street Address: FAX:
Host Agency City, State, Zip:
Authorized Hours for each Day: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday
Pay Period Start Date: 01/08/23 Pay Period End Date: 01/21/2023 Timesheet Due 01/19/2023

Class Title: Instructor: Start & End Dates: to

Table with 8 columns: DAY, DATE, Number of Hours worked (NOT the time), HOLIDAY: Only If Applicable - See bottom*, Classroom Hours (See Class Title section above), Other, Family Bereavement, Total each Row Across & this Column Down. Rows include dates from 1/8/2023 to 1/21/2023.

TOTAL PARTICIPANT HOURS -> [Red box]

*You will be paid your regular number of hours for the holiday, only IF the holiday falls on your regular workday/training day. If you do not regularly work on the day of the holiday, you will not be paid for the holiday. If your agency is closed for other holidays only, you can make up hours within that 2-week payroll period.

Table listing holidays: New Year's Day, Memorial Day, Indigenous Peoples' Day (also observed as Columbus Day), Martin Luther King Day, Juneteenth*, Independence Day, Veterans Day, Presidents Day, Labor Day, Thanksgiving, Christmas.

REMINDER: No pay for non-federal holidays, even if host agency is closed.

HOURS FOR MISSED DAYS OR AGENCY CLOSINGS CAN BE MADE UP IF DONE IN THE SAME 2-WEEK PAYROLL PERIOD AS THE MISSED DAYS, INCLUDING SNOW DAYS.

The undersigned hereby certify that the reported information is correct for the above payroll period.

Participant Signature: Date

Host Agency Supervisor Signature: Date

Payroll Manager Signature: Date

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