



Senior Community Service Employment Program (SCSEP)
 Operation ABLE, Inc.
 98 North Washington Street
 Suite 200
 Boston, MA 02114



Operation ABLE, Inc.
 228 Maple Street
 Suite 300
 Manchester, NH 03103



<input type="checkbox"/> New Hampshire (Manchester)	<input type="checkbox"/> Suffolk (Boston)	<input type="checkbox"/> Essex (Lawrence)	<input type="checkbox"/> Norfolk (Quincy)		
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SCSEP Region & Regional Office Location

Date Pay Period

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Participant Name Printed

Participant Signature

Participant Phone Number

Participant Email

***The Classroom Instructor must sign for training hours instead of the HA supervisor.**

APPROVED REGULAR WORK OR CLASS SCHEDULE *	SUN	MON	TUE	WED	THU	FRI	SAT	Class Instructor Name

DAYS	DATES	Number of Hours Worked (In-Person)	Number of Hours Worked (Remotely)	Number of Holiday Hours (If Applicable)	# Classroom Hours	Number of Other Hours (e.g Bereavement)	Total Hours (Add Row Across)
SUNDAY							
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
SUNDAY							
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
TOTAL PARTICIPANT HOURS (Add the Column Down)							

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Host Agency

Host Agency Address

The undersigned hereby certifies that the reported information is correct for the this payroll period

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Supervisor Name

Supervisor Signature

Date

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Supervisor Title

Supervisor Email

Supervisor Phone

Manchester	New Hampshire	NHPAYROLL@OPERATIONABLE.NET	FAX: 603-854-5256
Boston	Suffolk & Middlesex South	TIME.SHEETS@OPERATIONABLE.NET	FAX: 617-542-4187
Lawrence	Essex & Middlesex North	ESX-MDLSX-TIMESHEETS@OPERATIONABLE.NET	FAX: 617-367-3621
Quincy	Norfolk & Middlesex West	NWMTIMESHEETS@OPERATIONABLE.NET	FAX: 617-542-4170

Operation ABLE is a proud member of the NH WORKS System, an American Job Center (AJC) Network and the MassHIRE system, an AJC Network. Operation ABLE is an equal opportunity employer/program. Auxiliary aids and services available upon request to people with disabilities. Relay NH 711 and MA 711. See funding details in compliance with the Stevens Amendment at <https://operationable.net/scsep-stevens-amendment/>