



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							
<b>TOTAL PARTICIPANT HOURS (Add the Column Down)</b>							

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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/>