

**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*

*Pay Period End Date*

**CWI Pay Period Schedule — Saturday through Friday**

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

**The class instructor must sign for classroom training hours instead of the training site supervisor**

Day	Date	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)
SATURDAY							
SUNDAY							
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
SUNDAY							
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
<b>TOTAL PARTICIPANT HOURS</b> <i>(Add the Column Down)</i>							

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

<i>Job Seeker Name Printed</i>	<i>Job Seeker Signature</i>	<i>Phone Number</i>	<i>Job Seeker Email</i>	<i>Job Seeker Date</i>
<i>Training Site Agency</i>		<i>Training Site Agency Address</i>		
<i>Training Site Supervisor Name</i>		<i>Training Site Supervisor Signature</i>		<i>Supervisor Date</i>
<i>Training Site Supervisor Title</i>		<i>Training Site Supervisor Email</i>		<i>Supervisor Phone</i>

**Approved Timesheet — Fax to Appropriate Regional Office**

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: 617-542-4190

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/>