

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



☐ New Hampshire (Manchester)	☐ Suffolk (Boston)	☐ Essex (Lawrence)	☐ 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							
TOTAL PARTICIPANT HOURS <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/>