



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



**SCSEP County & Regional Office Location**

<b>These New Hampshire Counties Only</b>	<input type="checkbox"/> Belknap County	<input type="checkbox"/> Merrimack County	<b>Pay Period</b>	
--	---	---	-------------------	--

**\*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>							

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

<b>Participant Name Printed</b>	<b>Participant Signature</b>	<b>Phone Number</b>	<b>Participant Email</b>	<b>Date</b>
<b>Host Agency</b>		<b>Host Agency Address</b>		
<b>Supervisor Name</b>	<b>Supervisor Signature</b>	<b>Date</b>		
<b>Supervisor Title</b>	<b>Supervisor Email</b>	<b>Supervisor Phone</b>		
<b>Manchester</b>	<b>New Hampshire</b>	<b>NHPAYROLL@OPERATIONABLE.NET</b>	<b>FAX: 603-854-5256</b>	

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/>