



## **Welcome 2012!**

With the new year comes the introduction of a revised Gateways Community Services' time sheet. Along with the new time sheet, enclosed are the 2012 holiday payroll schedule, the 2012 payroll calendar (on the back of the new time sheets) and a sample timesheet.

Have a wonderful new year and thank you for continued dedication!

## **Frequently Asked Questions**

### **Why change the old time sheet?**

Based on your feedback, we have modified the time sheet to make it "friendlier". We have changed to a vertical format and added a sleep hour column. These are the only changes.

### **Can I still use the old time sheets?**

Feel free to use up your old green time sheets. Just remember to refer to the 2012 payroll calendar when applying dates. The 2012 payroll calendar is available on the back of the new time sheets and is on line at [www.gatewayscs.org](http://www.gatewayscs.org) under forms and resources.

### **When are time sheets due?**

Time sheets are due to Gateways by 9 a.m. Monday after each pay period end date.

### **Has my pay date change?**

The pay dates remain the same. Payroll remains on a bi-weekly schedule. Please refer to your 2012 payroll calendar for the period end dates, time sheet due dates and pay dates.

### **How do I submit my time sheet to Gateways?**

Timesheets can be submitted in five ways: 1.) dropped off at Gateways lobby during business hours, 2.) dropped off in red box after business hours (available 24/7), 3.) faxed to 603-459-2726, 4.) signed, scanned and emailed to your Gateways contact or, specifically for CDS employees, emailed to [CDSclaims@gatewayscs.org](mailto:CDSclaims@gatewayscs.org) or 5.) mailed in an envelope to: Attn: Timesheets, Gateways Community Services, 144 Canal Street, Nashua, NH 03064

### **When I run out of timesheets where can I get more?**

Visit [www.gatewayscs.org](http://www.gatewayscs.org) to find out the latest news and materials, including the new timesheet. Time sheets are also available in the lobby at our 144 Canal Street location. If you do not have web access, you can call your Gateways contact for more timesheets.

### **What if I make an error while filling out my time sheet?**

Any errors should be crossed out and initialed. Never use white out to fix an error on your time sheets and never use pencil.

**How do I fill out my time sheet when I take earn time or if there is a holiday?**

If you do not work any hours on the holiday or the day you use earn time, leave the Time In and the Time Out boxes blank. Only fill in the number of earn time hours or number of holiday hours in their respective columns.

**On the top of the time sheet there is a space for Program Code. I don't remember how to fill that in.**

Use the chart below to determine your Program Code.

| Department                | Client Code                             | Program Code                          |
|---------------------------|---|---------------------------------------|
| Family Support            | Codes starting with "F"                 | F00                                   |
| In Home Supports          | Codes starting with "JOJ "              | CDS                                   |
| Adult Custom Services     | Codes starting with "I00, I0W and "L00" | CDS                                   |
| Transitions In Caregiving | Codes starting with "M"                 | Use you Client Code (example: M01001) |

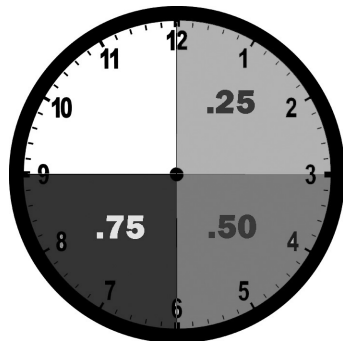
Write your Client Code in the Client Code column. Forgot your Client Code? Call your Gateways' contact.

**On the bottom of the time sheet it states, "Round Total Hours to the Nearest quarter hours." How is this done?**

- Step 1. Write in the **actual time** you begin your work day in the "time in" box.
- Step 2. Write in your **actual time** you end your work day in the "time out" box.
- Step 3. From those times, calculate your total time for that day rounding to the nearest quarter hour.

For example, if you work a total of 5 hours and 13 minutes, you would write 5.25 in the regular hours column.

See the clock and chart below for reference.



| Round Total Hours to the Nearest quarter hour: |
|--|
| 15 mins= .25                                   |
| 30 mins= .50                                   |
| 45 mins= .75                                   |
| Closest to hour = .00                          |

**Who do I contact if I have any questions about my timesheet or my paycheck?**

Please contact Deborah Mathis, Payroll Coordinator, at 459.1781 or [dmathis@gatewayscs.org](mailto:dmathis@gatewayscs.org) with any payroll and timesheet questions.