

Gateways Community Services Non-Exempt Timesheet

Mail : 144 Canal Street, Nashua, NH 03064

Fax: 603-459-2726

Payroll Period End (Friday Midnight): 12/23/2011

Employee Name (Print Name): Joe Employee

Employee Signature: _____

Supervisor Signature: _____

Program Code: CDS

REMINDER
TIME SHEETS ARE DUE
to Gateways Community Services
Monday by 9AM
after each Pay Period Ending Date

DAY	DATE (MM/DD/YY)	TIME IN Hours	AM PM (circle)	TIME OUT Hours	AM PM (circle)	Regular Hours	Earned Time	Holiday Hours	Sleep Hours	OT Hours	CLIENT CODE/ COST CENTER
Sat	12/10/11		AM PM	:	AM PM		4.5				10W000
			AM PM	:	AM PM						
Sun			AM PM	:	AM PM						
			AM PM	:	AM PM						
Mon			AM PM	:	AM PM						
			AM PM	:	AM PM						
Tues			AM PM	:	AM PM						
			AM PM	:	AM PM						
Wed	12/14/11	8:30	AM PM	12:00	AM PM	2.5					10W000
			AM PM	11:00	AM PM						
Thurs			AM PM	:	AM PM						
			AM PM	:	AM PM						
Fri	12/16/11		AM PM	:	AM PM						
			AM PM	:	AM PM						
FIRST WEEK TOTALS						2.5	4.5	.	.		

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Sat			AM PM	:	AM PM						
			AM PM	:	AM PM						
Sun			AM PM	:	AM PM						
			AM PM	:	AM PM						
Mon	12/19/11	8:28	AM PM	10:30	AM PM	2					10W000
			AM PM	:	AM PM						
Tues			AM PM	:	AM PM						
			AM PM	:	AM PM						
Wed	12/21/11	8:30	AM PM	10:14	AM PM	1.75					10W000
			AM PM	:	AM PM						
Thurs			AM PM	:	AM PM						
			AM PM	:	AM PM						
Fri			AM PM	:	AM PM						
			AM PM	:	AM PM						
SECOND WEEK TOTALS						3.75	.	.	.		
TOTALS FOR BOTH WEEKS						6.25	4.5	.	.		

<i>Office Use Only:</i>				

Round Total Hours to the Nearest quarter hour:

15 mins= 0.25

30 mins= 0.50

45 mins= 0.75