

*Gateways Community Services requires original signatures on all time sheets, mileage and expense reimbursement, respite reimbursement forms.*

**PDF Fillable Form Instructions – Acrobat Reader Required**

1. Complete all applicable areas.
2. Double check calculations.
3. Print completed form.
4. Sign completed form.
5. Submitted to Gateways for payment via methods listed below.

**Timesheets and reimbursement forms may be submitted five ways:**

1. Dropped off at the front desk during regular Gateways business hours (Monday through Friday 8:30am-4:30pm)
2. Dropped in the red drop box **after** business hours (located in the back of the building near the ramp entrance doorway)
3. Faxed to 603-889-5460.
4. Signed, **scanned** and emailed to your Gateways contact/account manager.
5. Mailed in an envelope to:  
Gateways Community Services  
144 Canal Street  
Nashua, NH 03064

PLEASE MARK ALL ITEMS WITH THE NAME OF THE PERSON THAT NEEDS TO RECEIVE THEM AT GATEWAYS. THANK YOU.

## 2010 Payroll Calendar

January 2010						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2010						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2010						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2010						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2010						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2010						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				


September 2010						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2010						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2010						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Payroll Dates 2010				
Timesheets are due at Gateways Community Services before 9:00am on the due date indicated.				
Payroll is bi-weekly and Pay Day is on Fridays.				
Payroll Period	Timesheet Due Dates	Pay Date	Direct Deposit Available	
*Begins Saturday and Ends Friday		Monday		
12/26/2009	to 1/8/2010	<b>January 11, 2010</b>	January 15, 2010	
1/9/2010	to 1/22/2010	<b>January 25, 2010</b>	January 29, 2010	
1/23/2010	to 2/5/2010	<b>February 8, 2010</b>	February 12, 2010	
2/6/2010	to 2/19/2010	<b>February 22, 2010</b>	February 26, 2010	
2/20/2010	to 3/5/2010	<b>March 8, 2010</b>	March 12, 2010	
3/6/2010	to 3/19/2010	<b>March 22, 2010</b>	March 26, 2010	
3/20/2010	to 4/2/2010	<b>April 5, 2010</b>	April 9, 2010	
4/3/2010	to 4/16/2010	<b>April 19, 2010</b>	April 23, 2010	
4/17/2010	to 4/30/2010	<b>May 3, 2010</b>	May 7, 2010	
5/1/2010	to 5/14/2010	<b>May 17, 2010</b>	May 21, 2010	
5/15/2010	to 5/28/2010	<b>May 31, 2010</b>	June 4, 2010	
5/29/2010	to 6/11/2010	<b>June 14, 2010</b>	June 18, 2010	
6/12/2010	to 6/25/2010	<b>June 28, 2010</b>	July 2, 2010	
6/26/2010	to 7/9/2010	<b>July 12, 2010</b>	July 16, 2010	
7/10/2010	to 7/23/2010	<b>July 26, 2010</b>	July 30, 2010	
7/24/2010	to 8/6/2010	<b>August 9, 2010</b>	August 13, 2010	
8/7/2010	to 8/20/2010	<b>August 23, 2010</b>	August 27, 2010	
8/21/2010	to 9/3/2010	<b>September 6, 2010</b>	September 10, 2010	
9/4/2010	to 9/17/2010	<b>September 20, 2010</b>	September 24, 2010	
9/18/2010	to 10/1/2010	<b>October 4, 2010</b>	October 8, 2010	
10/2/2010	to 10/15/2010	<b>October 18, 2010</b>	October 22, 2010	
10/16/2010	to 10/29/2010	<b>November 1, 2010</b>	November 5, 2010	
10/30/2010	to 11/12/2010	<b>November 15, 2010</b>	November 19, 2010	
11/13/2010	to 11/26/2010	<b>November 29, 2010</b>	December 3, 2010	
11/27/2010	to 12/10/2010	<b>December 13, 2010</b>	December 17, 2010	
12/11/2010	to 12/24/2010	<b>December 27, 2010</b>	December 31, 2010	

 = Timesheets **DUE by 9am Monday** at Gateways Community Services Office

 = **Period End Date**

 = **Pay Day Friday**

