

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		
*Begins Saturday and Ends Friday	Monday	Direct Deposit Available		
12/26/2009	to 1/8/2010	January 11, 2010		
1/9/2010	to 1/22/2010	January 25, 2010		
1/23/2010	to 2/5/2010	February 8, 2010		
2/6/2010	to 2/19/2010	February 22, 2010		
2/20/2010	to 3/5/2010	March 8, 2010		
3/6/2010	to 3/19/2010	March 22, 2010		
3/20/2010	to 4/2/2010	April 5, 2010		
4/3/2010	to 4/16/2010	April 19, 2010		
4/17/2010	to 4/30/2010	May 3, 2010		
5/1/2010	to 5/14/2010	May 17, 2010		
5/15/2010	to 5/28/2010	May 31, 2010		
5/29/2010	to 6/11/2010	June 14, 2010		
6/12/2010	to 6/25/2010	June 28, 2010		
6/26/2010	to 7/9/2010	July 12, 2010		
7/10/2010	to 7/23/2010	July 26, 2010		
7/24/2010	to 8/6/2010	August 9, 2010		
8/7/2010	to 8/20/2010	August 23, 2010		
8/21/2010	to 9/3/2010	September 6, 2010		
9/4/2010	to 9/17/2010	September 20, 2010		
9/18/2010	to 10/1/2010	October 4, 2010		
10/2/2010	to 10/15/2010	October 18, 2010		
10/16/2010	to 10/29/2010	November 1, 2010		
10/30/2010	to 11/12/2010	November 15, 2010		
11/13/2010	to 11/26/2010	November 29, 2010		
11/27/2010	to 12/10/2010	December 13, 2010		
12/11/2010	to 12/24/2010	December 27, 2010		

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

 = **Period End Date**

 = **Pay Day Friday**

