

## Completing the Timesheets

- Please reference the Gateways Payroll schedule which shows pay periods and due dates on the back of the timesheet or on our website.
- For CDS and Respite employees, you will use one electronic timesheet for all your hours worked.
- 
- For Gateways for Seniors employees, you will use one timesheet per participant.
- Enter the **Date** for each day worked in each Date column (MM/DD/YY).  
Enter Program Code: \_\_\_\_\_
- Record both the **Time In** and the **Time Out** as actual time. Select/Circle **AM** or **PM** in each instance.
- For paper timesheets -Under regular hours column round **total time worked** to the nearest quarter hour.  
Example: 8:14 PM – 11:00 PM = 2.75 hours  
8:29 PM – 11:00 PM = 2.5 hours
- Paper Timesheets must reflect partial **Hours** in decimals:  
 $\frac{1}{4}$  hour = .25  
 $\frac{1}{2}$  hour = .5  
 $\frac{3}{4}$  hour = .75  
 Example: 7:29 PM – 11:45 PM = 4.25 hours  
 Record 4.25 hours in the **Regular Hours** column:  
 See the chart below for reference.
- In the last column, please enter the Client Code (Job Code) of the individual you assist. You will be provided with the appropriate code.
- Separately total the number of hours worked each week and then add these hours together and record in the **Totals for Both Weeks**.
- At the top of the timesheets, **Print** and **Sign your Name** and enter:  
**Period Ending Date** – The last day of the payroll period (always a Friday)  
 Have your **Supervisor** verify your hours and then **Sign** the timesheet.

<b>Round Total Hours</b> for Each Row to the Nearest quarter hour:
<b>Closest to hour = .00</b> 1 to 7 minutes= .00
<b>15 mins= .25</b> 8 to 22 minutes= .25
<b>30 mins= .50</b> 23 to 37 minutes= .5
<b>45 mins= .75</b> 38 to 52 minutes= .75
<b>1 hour</b> 53 to 60 minutes= 1.00