Gateways Community Services 144 Canal Street Nashua, NH 03064
(P) 603-882-6333 (F) 603-459-2726

Program Code: V___________ **Period Ending Date:**

Veteran Independence Program Time Sheet

Timesheets are due by 9am
on Monday at Gateways,
after each payperiod ending date

Provider Name:

Provider Signature:

Supervisor Name:

Supervisor Signature:

✓ *Please check mark each day to indicate services provided*

DAY	DATE M/D	TIME IN	Circle	TIME OUT	Circle	REG HOURS	Travel HOURS	Overtime HOURS	CLEANING	LAUNDRY	DRESSING	MEAL PREP	TOILETING	BATHING	MOBILITY	MED CUING	TRANSPORT	ERRANDS
SAT			AM/PM		AM/PM													
			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			AM/PM		AM/PM													
			AM/PM		AM/PM													
THURS			AM/PM		AM/PM													
			AM/PM		AM/PM													
FRI			AM/PM		AM/PM													
			AM/PM		AM/PM													
First Week Total																		

This is a Legal Document. Please initial any changes or corrections. DO NOT use white out or pencil.

DAY	DATE M/D	TIME IN	Circle	TIME OUT	Circle	REG HOURS	Travel HOURS	Overtime HOURS	CLEANING	LAUNDRY	DRESSING	MEAL PREP	TOILETING	BATHING	MOBILITY	MED CUING	TRANSPORT	ERRANDS
SAT			AM/PM		AM/PM													
			AM/PM		AM/PM													
SUN			AM/PM		AM/PM													
			AM/PM		AM/PM													
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			AM/PM		AM/PM													
WED			AM/PM		AM/PM													
			AM/PM		AM/PM													
THURS			AM/PM		AM/PM													
			AM/PM		AM/PM													
FRI			AM/PM		AM/PM													
			AM/PM		AM/PM													
Second Week Total																		
TOTAL HOURS WORKED FOR BOTH WEEKS																		

For Payroll Use Only

Round nearest
nearest quarter hour:

15 mins = 0.25

30 mins = 0.50

45 mins = 0.75

Date Received

Dept Approval

How to submit your timesheet:

1) **Fax:** (603) 459-2726 2) **Scan & Email:** FMTimesheet@gatewayscs.org 3) **Mail**