## Gateways Community Services Biweekly Timesheet

**Program Code:**

<table>
<thead>
<tr>
<th>DATE [MM/DD/YY]</th>
<th>Time In AM PM</th>
<th>Time Out AM PM</th>
<th>Regular Hours</th>
<th>Earned Hours</th>
<th>Holiday Hours</th>
<th>Sleep Hours</th>
<th>OT Hours (Circle)</th>
<th>Training Hours (Circle)</th>
<th>Travel Hours</th>
<th>Client Code/ Cost Center</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST WEEK TOTALS</strong></td>
<td>AM PM</td>
<td>AM PM</td>
<td>Relias Other</td>
<td>Relias Other</td>
<td>Relias Other</td>
<td>Relias Other</td>
<td>Relias Other</td>
<td>Relias Other</td>
<td>Relias Other</td>
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</tr>
<tr>
<td><strong>SECOND WEEK TOTALS</strong></td>
<td>AM PM</td>
<td>AM PM</td>
<td>Relias Other</td>
<td>Relias Other</td>
<td>Relias Other</td>
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</tr>
<tr>
<td><strong>TOTALS FOR BOTH WEEKS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**How to Submit Timesheets**

Fax to: (603) 459-2726
Front Desk 8:30-4:30 M-F or Red Lock Box 24/7

Drop off/Mail
144 Canal Street, Nashua, NH 03064

Scan & Email by Program Code: Starting with:
*CDS: cdsclaims@gatewayscs.org (I00, I0W, J0J, R00, L00)*
*Caregivers/VIP: fmtimesheets@gatewayscs.org (M00 or V00)*

**Round to nearest quarter hour:**

- 15 mins = 0.25
- 30 mins = 0.50
- 45 mins = 0.75