GATEWAYS *for* SENIORS
AT HOME, SAFE & INDEPENDENT

Biweekly Timesheet

Payroll Period Ending Date:

Client Code:____________________________

Provider Name: (please print) ____________________

Provider Signature: ____________________

Supervisor Name: (please print) ____________________

Supervisor Signature: ____________________

Date Received Stamp
Dept Approval:
PAYROLL OFFICE USE ONLY

DAY	Date MM/DD/YY	TIME IN	AM PM (Circle)	TIME OUT	AM PM (Circle)	REGULAR Work Hours	HH Aide	Travel Time	ET	HOL	OT	✓ Please check to indicate services provided		
SAT			AM PM		AM PM							Personal Care	Meals	Cueing
			AM PM		AM PM							Homemaker	Errands	HH Aide
SUN			AM PM		AM PM							Personal Care	Meals	Cueing
			AM PM		AM PM							Homemaker	Errands	HH Aide
MON			AM PM		AM PM							Personal Care	Meals	Cueing
			AM PM		AM PM							Homemaker	Errands	HH Aide
TUE			AM PM		AM PM							Personal Care	Meals	Cueing
			AM PM		AM PM							Homemaker	Errands	HH Aide
WED			AM PM		AM PM							Personal Care	Meals	Cueing
			AM PM		AM PM							Homemaker	Errands	HH Aide
THU			AM PM		AM PM							Personal Care	Meals	Cueing
			AM PM		AM PM							Homemaker	Errands	HH Aide
FRI			AM PM		AM PM							Personal Care	Meals	Cueing
			AM PM		AM PM							Homemaker	Errands	HH Aide
					First Week Totals:									
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SAT			AM PM		AM PM							Personal Care	Meals	Cueing
			AM PM		AM PM							Homemaker	Errands	HH Aide
SUN			AM PM		AM PM							Personal Care	Meals	Cueing
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			AM PM		AM PM							Homemaker	Errands	HH Aide
FRI			AM PM		AM PM							Personal Care	Meals	Cueing
			AM PM		AM PM							Homemaker	Errands	HH Aide
					Second Week Totals:									
						REGULAR	HHAide	Travel	ET	HOL	OT	*Round totals to the nearest quarter hours*		
TOTAL HOURS WORKED FOR BOTH WEEKS:												15 mins = .25	30mins = .50	45 mins= .75

Timesheets are DUE by Monday at 9am following the Period Ending date

How to Submit Timesheets

Fax to (603) 459-2726

Scan and Email to: G4STimesheet@gatewaysforseniors.org

Drop off/Mail

Front Desk 8:30-4:30 M-F or Red Lock Box 24/7

144 Canal Street, Nashua, NH 03064