

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	
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									

CLEANING	LAUNDRY	DRESSING	MEAL PREP	TOILETING	BATHING	MOBILITY	MED CUING	TRANSPORT	ERRANDS

For Payroll Use Only

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

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			

Round nearest
nearest quarter hour:
15 mins = 0.25
30 mins = 0.50
45 mins = 0.75

Date Received

Dept Approval

Second Week Total									
TOTAL HOURS WORKED FOR BOTH WEEKS									

How to submit your timesheet:
1) Fax: (603) 459-2726 2) Scan & Email: FMTimesheet@gatewayscs.org 3) Mail