

NAME: _____



School District of Borough of Morrisville

Morrisville, Pennsylvania

Custodian / Maintenance / Shipping & Receiving Timesheet

DAY/DATE	START TIME	Lunch Start	Lunch Finish	END TIME	REG HOURS	OT HOURS	TOTAL HOURS	COMMENTS
THURS								
FRIDAY								
SAT								
SUN								
MON								
TUES								
WED								

THURS								
FRIDAY								
SAT								
SUN								
MON								
TUES								
WED								
TOTALS								

Print Name _____

Date _____

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

Business Manager (*approved for payment*) _____

Date _____

*I CERTIFY THAT THESE HOURS ARE A TRUE AND ACCURATE RECORD OF ALL HOURS WORKED