

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								
<b>TOTALS</b>								

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