

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								

I certify that these hours are a true and accurate record of all hours worked.

Print Name _____ Date _____

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Business Manager (approved for payment) _____ Date _____

EMPLOYEE ID	PAYDATE	HOURS/PERIODS	ENTERED