

REGIONAL SCHOOL DISTRICT #14

FALSIFICATION OF TIMESHEET IS CAUSE FOR IMMEDIATE DISMISSAL

NAME: _____ **CUSTODIAL TIME SHEET** **CUSTODIAN** **SCHOOL:** _____

FIRST WEEK

DAY - DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	Regular Time Hours	Overtime Hours	OT Explained	NON-WORK TIME (SICK/VAC/PERS/HOL)
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								

TOTAL WEEK #1 _____

SECOND WEEK

DAY - DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	Regular Time Hours	Overtime Hours	OT Explained	NON-WORK TIME (SICK/VAC/PERS/HOL)
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								

TOTAL WEEK #2 _____

TOTAL HOURS FOR BOTH WEEKS _____

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____