

# REGIONAL SCHOOL DISTRICT #14 - CUSTODIAL TIME SHEET

**FALSIFICATION OF TIMESHEET IS CAUSE FOR IMMEDIATE DISMISSAL**

**CUSTODIAN NAME:** \_\_\_\_\_

**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