

Transportation Timesheet Guidelines

Please be sure to fill out your timesheets with all necessary information and sign in [blue ink](#).

Required Timesheet Information:

- Employee's Name, ID, Pay Period

Employee ID # _____ <small>Required on all timesheets (found on Check/Direct Deposit Advice)</small>	Pay Period Ending _____ <small>(MM/DD/YY)</small>
Name (Last) _____	(First) _____ (Middle Initial) _____

- Time In/Out with Daily Regular, Overtime, Differential Totals, Trip Hours, and Bus Number columns.

PLEASE SUBMIT TO THE TRANSPORTATION OFFICE BY THE END OF PAY PERIOD.

DATE	ACTUAL HOURS WORKED	STR. TIME	OT	DF	TOT	VER BY	ON DUTY	TRIP	BUS NO
16									
17									
18									
19									
20									
21									
22									

- Employee signature and the required approval signatures. Initial any corrections you make in [blue ink](#).

TIME	HOUR CODE	TIME	HOUR CODE	TIME	HOUR CODE	RATE OF PAY	EXPENSE CODE OBJECT
	3600						554.0928.46.2200
							554.0928.46.____
							554.0929.46.2200
							554.0929.46.____

PREPARED BY _____ DATE _____

APPROVED BY _____ EMPLOYEE SIGNATURE _____

FIS 01 046 8/17