Powell Co Schools Certificate of Time

Driver/Monitor Timesheet

Codes

NC- Non Contract S- Sick Leave P-Personal Leave
J- Jury Duty H- Holiday E- Emergency Leave
V- Vacation Day UL- Unpaid Leave- (Out of Valid Leave Options)
T- Last Day of Employment

Employee Name: _____

Week Starting: _____

Regular Route

Date	Time In	Time Out	Time In	Time Out	Time Worked	Extra Time
Sun						
Mon						
Tue						
Wed						
Thur						
Fri						
Sat						
	Week 1 Regular Route Hrs:					

Additional Runs

Date	Time In	Time Out	Student	Time In	Time Out	Student	Hourly Rate	Time Worked	Piece Rate	REG ED	SPEC ED
Sun											
Mon											
Tue											
Wed											
Thur											
Fri											
Sat											
	Week 1 Trip hours from back				Wk 1 Additional Run Hours						
								Week 1 TOTAL hours			

Week Starting: _____

Regular Route

Date	Time In	Time Out	Time In	Time Out	Time Worked	Extra Time
Sun						
Mon						
Tue						
Wed						
Thur						
Fri						
Sat						
	Week 2 Regular Route Hrs:					

Additional Runs

Date	Time In	Time Out	Student	Time In	Time Out	Student	Hourly Rate	Time Worked	Piece Rate	REG ED	SPEC ED
Sun											
Mon											
Tue											
Wed											
Thur											
Fri											
Sat											
	Week 2 Trip hours from back				Wk 2 Additional Run Hours						
								Week 2 TOTAL hours			

Regular Route Extra Hours	

Additional Hours and Piece Rate Totals		
	Hours	Piece

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____