

GOODRICH INDEPENDENT SCHOOL DISTRICT
WEEKLY TIME REPORT FOR MAINTENANCE/CUSTODIAL & CAFETERIA

NAME _____ EMPLOYEE # _____

WEEK ENDING _____ YEAR _____

	SUN	MON	TUE	WED	THU	FRI	SAT	REMARKS
DATE								
Beginning Time								
AM Bus Run-Time Out								
AM Bus Run-Time In								
Lunch-Time Out								
Lunch-Time In								
PM Bus Run-Time Out								
PM Bus Run-Time In								
Ending Time								
Total Hours For Day								
					Total Hours For Week			

ABSENCE CODES:

- | | |
|---|---|
| <p>P - State Personal Leave</p> <p>S - State Sick Leave</p> <p>I - Local Incentive Leave</p> <p>E - Extended Leave (Pay Sub) [Partial Deduct]</p> | <p>W - Workshop/School Business</p> <p>J - Jury Duty</p> <p>H - Holiday</p> <p>V - Vacation</p> |
|---|---|

Employee's Signature

Date

Supervisor's Signature

Date