

**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** - State **Personal** Leave

**S** - State **Sick** Leave

**I** - Local **Incentive** Leave

**E** - **Extended** Leave (Pay Sub) [Partial Deduct]

**W** - **Workshop/School Business**

**J** - **Jury Duty**

**H** - **Holiday**

**V** - **Vacation**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date