

CUSTODIAN TIME SHEET

DEERFIELD COMMUNITY SCHOOL DISTRICT

Time Off Codes:
 S = Sick P = Personal
 V = Vacation E = Emergency
 C = Comp Time

DAY	DATE	TIME IN	LUNCH IN/OUT	TIME OUT	PAID TIME OFF	EXTRA HOURS	REASON FOR EXTRA HOURS	TOTAL
Mon								
Tues								
Wed								
Thur								
Fri								
Sat								
Sun								
Mon								
Tues								
Wed								
Thur								
Fri								
Sat								
Sun								

Total Hours: _____

Print Name: _____

Employee Signature: _____

Supervisor Signature: _____

Return this time sheet to your supervisor.

The supervisor will forward the signed time sheet to Payroll.

Supervisor Notes: _____

If Applicable:
 Pd Extra Hours: _____
 Comp Time: _____