

**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: \_\_\_\_\_