

**PLATTSBURGH CITY SCHOOL DISTRICT**  
**(CUSTODIAL, MAINTENANCE, & TRANSPORTATION)**  
**TIME REPORT**

NAME OF EMPLOYEE \_\_\_\_\_ FROM:     /     /

PLEASE PRINT

JOB TITLE \_\_\_\_\_ TO:     /     /

SUB FOR: \_\_\_\_\_

NAME OF SCHOOL \_\_\_\_\_

EMPLOYEE'S SIGNATURE \_\_\_\_\_

APPROVED \_\_\_\_\_

**\*\*\*PLEASE INDICATE LUNCH BREAK\*\*\***

WEEK OF:     /     /     -     /     /

	AM	PM	HOURS
	IN/OUT	IN/OUT	WORKED
SUN.	/	/	
MON.	/	/	
TUES.	/	/	
WED.	/	/	
THUR.	/	/	
FRI.	/	/	
SAT.	/	/	

TOTAL HOURS WORKED (     )

REG HRS (     )     EXTRA (     )

WEEK OF:     /     /     -     /     /

	AM	PM	HOURS
	IN/OUT	IN/OUT	WORKED
SUN.	/	/	
MON.	/	/	
TUES.	/	/	
WED.	/	/	
THUR.	/	/	
FRI.	/	/	
SAT.	/	/	

TOTAL HOURS WORKED (     )

REG HRS (     )     EXTRA (     )

PLEASE INDICATE TOTAL # OF SICK, VACATION & PERSONAL DAYS THIS PERIOD

SICK \_\_\_\_\_ VACATION \_\_\_\_\_ PERSONAL \_\_\_\_\_

1. Complete form for two week period.
2. All working hours are to be shown on the front of this form, including overtime.
3. Absences and Overtime are to be explained on reverse side.
4. Time reports are to be approved by your supervisor. (Time sheets must be turned in before checks will be released.

**\*\*\*ALL CHANGES ON TIME REPORT MUST BE INITIALED\*\*\***

**\*\*\*PLEASE COMPLETE REVERSE SIDE IF REQUIRED\*\*\***

***SUBS MUST USE YELLOW TIME REPORT***



## BACK SIDE OF TIME REPORT

### INSTRUCTIONS

1. Explain **FULLY** absences and/or overtime.
2. Overtime **MUST** be approved prior to working.
3. Absences for custodial/maintenance are to be reported to both your Supervisor and the Supervisor of Buildings and Grounds and to the work location prior to the absence.

### OVERTIME

DATE	WORK	REASON FOR OVERTIME	AUTHORIZED	HOURS		TOTAL
	LOCATION		BY:	FROM	TO	HOURS

AUTHORIZING SIGNATURE \_\_\_\_\_

### ABSENCES

DATE	WORK	REASON FOR ABSENCE	AUTHORIZED	HOURS		TOTAL
	LOCATION		BY:	FROM	TO	HOURS

REPORTED TO: \_\_\_\_\_

## BACK SIDE OF TIME REPORT