

MAPLETON SCHOOL DISTRICT 32 - MONTHLY PAYROLL TIME SHEET

NAME \_\_\_\_\_  
 BUILDING Transportation

POSITION Bus Driver  
 PAY PERIOD (MM/YY - MM/YY) \_\_\_\_\_

INSTRUCTIONS	ROUTE HOURS WORKED			LEAVE HOURS	EXTRA DUTY				SUPERVISOR USE ONLY			
	AM	PM	Total	Hour(s)/Code	*Time In*	*Time Out*	Hour(s)	*Trip*, Bus wash, training, classified substitute position, etc.	Accounting Unit	Leave Slip		
Use this form to record the hours you worked in the listed position from the 7th day of the prior month through the 6th day of the current month. Please round hours worked to the nearest quarter hour. Your signature certifies this is a true and accurate report of time worked. Submit your payroll time sheet to your building or department supervisor at the end of the 6th day of each month.	7											
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	23											
	24											
	25											
	26											
	27											
	28											
	Leave Codes: S - Sick, P - Personal, SC - School Closure, UP - Unpaid, JD - Jury Duty, F - Family (OFLA/FMLA)	29										
		30										
		31										
		1										
		2										
		3										
4												
5												
6												
TOTAL												

EMPLOYEE SIGNATURE \_\_\_\_\_ SUPERVISOR SIGNATURE \_\_\_\_\_