

GRBS Operations Salaried Timesheet ALL Green sections MUST be filled out before submission			WEEK ENDING DATE: 4/26/2026		Home Base District Address: 520 W South St, Hastings, MI 49058	Typical Commute (Miles): 27.00	
			Name: Kyle Anderson		Home Address: 4069 Forest Creek CR SE Apt. 1C Kentwood, MI 49512	Typical Commute (Minutes): 0.62 0.01	

Daily Totals	MON	TUES	WED	THUR	FRI	SAT	SUN	Weekly TOTALS	
Time You Arrived at First account	13:34	13:00	13:16	13:14	13:08	10:58	9:08	Total with PTO/Holiday and Hours Worked	66.07
Time You Left Last account	22:19	0:22	0:05	22:14	2:37:00 AM	1:19:00 PM	15:58		
Total Number of Hours ON SITE (Start to Finish)	9.75	11.50	11	9.00	12.75	2.50	7.00	Total Hours Worked for the Week (Onsite + Additional Drive Time + Before and/or After Shift - Lunch/Break Time)	66.07
Drive Time To First/Last Account MINUS Typical Commute (Minutes):	0.45	0.10	0.22	0.33	0.37	0.00	0.10	THIS is only for Drive time to first account AND from last account AFTER your Typical Commute (Minutes) remember to minus hours from both to and from. These CANNOT included in ONSITE HOURS	
Before Actual Shift Time (Emails/Phone/Etc.)	0.00	0.00	0.00	0.00	0.00	0.00	1.00	Production Hours for the week: Does this match your hours in MITC 999 pin?	
After Actual Shift Time (Emails/Phone/Etc.)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Hours Before & After Shift: 1.00	
Lunch/Breaks Taken	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Miles 352.30	
Total Time Worked (Onsite + Additional Drive Time + Before and/or After Shift - Lunch/Break Time)	10.20	11.60	11.22	9.33	13.12	2.50	8.10		
Holiday / PTO Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Holiday: Enter 10 hours PTO Enter: 10 hours if full day, 5 hours if half day 0.00	

Before / After Shift Short summary of needs	Before Time	Time Before doing What? If, hours claimed above	After Time	Time After doing What? If, hours claimed above
		0.00		0.00
	Tuesday	0.00		0.00
	Wednesday	0.00	HH'	0.00
	Thursday	0.00		0.00
	Friday	0.00		0.00
	Saturday	0.00		0.00
	Sunday	1.00	Timesheet/Payroll/Tracker	0.00

Export Data from Trip Log, Copy Columns A - K from download, then paste values (Paste 123 option) into your timesheet.

Date	Day	Start Time of Travel	Stay Time at Location	From Location Name *IF not auto filled from Trip log enter location YOU MUST enter location	From Location Address	Location Name *IF not auto filled from Trip log enter location YOU MUST enter location	To Location Address	THIS MUST BE Filled OUT What were you doing? -short summary- Inspection, SBS, L10 Meeting, Customer Meeting, etc.	If Production Hours, enter hours worked in that locations row *Needs to also be in MITC	Deduct Typical Commute (Miles) if to/from Home *put - (minus) symbol before the # of miles	Total Mileage
4/20/2026	Mon	12:48 PM	1:34 PM	1h 41m	30 Home	4069 Forest Creek Road	Hastings High School	Hastings, MI 49058		-20.00	10.00
4/20/2026	Mon	3:16 PM	3:17 PM	1h 7m	0.6 Hastings High School	Hastings, MI 49058	Hastings Central Elem.	509 S Broadway St,			0.60
4/20/2026	Mon	4:24 PM	4:29 PM	4m	2.4 Hastings Central Elem.	509 S Broadway St,	Hastings Central Elem.	509 S Broadway St,			2.40
4/20/2026	Mon	4:33 PM	5:43 PM	15m	41.8 Hastings Central Elem.	509 S Broadway St,	GRBS Office	317 Leonard Street			41.80
4/20/2026	Mon	5:57 PM	6:49 PM	1h 46m	39.8 GRBS Office	317 Leonard Street	Hastings Northeastern El	519 E Grant St, Hastings			39.80
4/20/2026	Mon	8:36 PM	8:43 PM	1h 36m	1.8 Hastings Northeastern El	519 E Grant St, Hastings	Southeastern School	Hastings, MI 49058			1.80

