

<b>GRBS Operations Salaried Timesheet</b> <b>ALL Green sections MUST be filled out before submission</b>			WEEK ENDING DATE:		4/26/2026		Home Base District Address:	150 6 Mile Rd NE, Comstock Park MI 49321	Typical Commute (Miles):	21.00	
			Name:		Kari Monroe		Home Address:	16300 Northland DR Sand Lake MI 49343	Typical Commute (Minutes):	0.22	0.00
Daily Totals	MON	TUES	WED	THUR	FRI	SAT	SUN	<b>Weekly TOTALS</b>			
Time You Arrived at First account	13:00	13:00	12:45	13:00	13:00			Total with PTO/Holiday and Hours Worked		54.25	
Time You Left Last account	21:00	21:00	22:00	18:30	20:45			Total Hours Worked for the Week (Onsite + Additional Drive Time + Before and/or After Shift - Lunch/Break Time)		54.25	
Total Number of Hours ON SITE (Start to Finish)	8.00	8.00	9.25	5.50	7.75			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			
Drive Time To First/Last Account MINUS Typical Commute (Minutes):	0.00	0.00	0.25	0.50	0.25			Production Hours for the week: Does this match your hours in MITC 999 pin?		0.00	
Before Actual Shift Time (Emails/Phone/Etc.)	0.75	1.25	0.50	1.00	0.75			Hours Before & After Shift:		17.75	
After Actual Shift Time (Emails/Phone/Etc.)	1.75	2.50	3.00	2.25	3.00		1.00	Miles		272.60	
Lunch/Breaks Taken	0.00	1.00	1.50	0.00	0.50						
Total Time Worked (Onsite + Additional Drive Time + Before and/or After Shift - Lunch/Break Time)	10.50	10.75	11.50	9.25	11.25	0.00	1.00				
Holiday / PTO Time								Holiday: Enter 10 hours PTO Enter: 10 hours if full day, 5 hours if half day		0.00	
<b>Before / After Shift</b> Short summary of needs		Before Time	Time Before doing What? If, hours claimed above				After Time	Time After doing What? If, hours claimed above			
	Monday	0.75	Check MITC, Repsond to Communications, Check Schedule Changes, CBP's Updates, Coordinate Call Offs.				1.75	Respond to All Communications, Update MITC, Update Reverse Tracker, Update Timesheet, Update Planner/Calendar, Submit Closing Report.			
	Tuesday	1.25	Check MITC, Repsond to Communications, Check Schedule Changes, CBP's Updates, Coordinate Call Offs.				2.50	Respond to All Communications, Update MITC, Update Reverse Tracker, Update Timesheet, Update Planner/Calendar, Submit Closing Report.			
	Wednesday	0.50	Check MITC, Repsond to Communications, Check Schedule Changes, CBP's Updates, Coordinate Call Offs.				3.00	Respond to All Communications, Update MITC, Update Reverse Tracker, PTO Updates, Payroll Issues sent off, Update Timesheet, Update Planner/Calendar, Unable to Submit Closing Report and reported to AnnaMarie/Angela.			
	Thursday	1.00	Check MITC, Repsond to Communications, Check Schedule Changes, CBP's Updates, Coordinate Call Offs.				2.25	Respond to All Communications, Update MITC, Update Reverse Tracker, Update Timesheet, Update Planner/Calendar, Submit Closing Report.			
	Friday	0.75	Check MITC, Repsond to Communications, Check Schedule Changes, CBP's Updates, Coordinate Call Offs.				3.00	Respond to All Communications, Update MITC, Update Reverse Tracker, Update Timesheet, Update Planner/Calendar, Submit Closing Report, Submit Payroll Form, Submit PRs			
	Saturday										
Sunday							1.00	Respond to All Communications, Update MITC, Update Reverse Tracker, Update & Submit Timesheet			
<b>Export Data from Trip Log, Copy Columns A - K from download, then paste values (Paste 123 option) into your timesheet.</b>											

Date	Day	Start Time of Travel	End Time of Travel	Stay Time at Location	Mileage	From Location Name *IF not auto filled from Trip log enter location YOU MUST enter location	From Location Address	ation 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
4/24/2026	Fri	8:41 PM	9:20 PM	22m	36.2	Byron Center High	8500 Burlingame Ave	Home (KM)	16300 Northland Drive,	Commute Home		-21.00	15.20
4/24/2026	Fri	8:11 PM	8:19 PM	30m	2.5	Byron Center Middle	8654 Homerich Ave SW,	Byron Center High	8500 Burlingame Ave	SBS at BCHS			2.50
4/24/2026	Fri	7:24 PM	7:41 PM	11m	8.1	53 54th & Division	62 54th Street, Grand	Byron Center Middle	8654 Homerich Ave	Check on Building			8.10
4/24/2026	Fri	6:57 PM	7:13 PM	28m	4.9	Byron Center Country	8200 Eastern Ave SE,	53 54th & Division	62 54th Street, Grand	Got Dinner w/Brandy		-4.90	0.00
4/24/2026	Fri	6:19 PM	6:28 PM	1h 8m	4.6	Byron Center Nickles	3100 84th St SW, Byron	Byron Center Country	8200 Eastern Ave SE,	SBS at Countryside			4.60
4/24/2026	Fri	5:08 PM	5:12 PM	41m	1.5	Byron Center High	8500 Burlingame Ave	Byron Center Nickles	3100 84th St SW, Byron	SBS at ECC not Nickles			1.50
4/24/2026	Fri	4:02 PM	4:27 PM	16m	19.8	Comstock Park Mill	3943 W River Dr NE,	Byron Center High	8500 Burlingame Ave	SBS at BCHS			19.80
4/24/2026	Fri	3:42 PM	3:46 PM	36m	1.7	Comstock Park High	150 6 Mile Rd NE,	Comstock Park Mill	3943 W River Dr NE,	Check in on Staff			1.70
4/24/2026	Fri	3:01 PM	3:06 PM	1h 55m	2.2	Comstock Park Mill	3943 W River Dr NE,	Comstock Park High	150 6 Mile Rd NE,	Check in on Staff			2.20
4/24/2026	Fri	12:34 PM	1:06 PM	32m	22.9	Home (KM)	16300 Northland Drive,	Comstock Park Mill	3943 W River Dr NE,	Commute, PR w/Alicia & Ryan		-21.00	1.90
4/23/2026	Thu	6:25 PM	6:38 PM	50m	10.5	Tri County	16300 Northland Drive,	Home (KM)	16300 Northland Drive,	Commute Home		-21.00	-10.50
4/23/2026	Thu	5:30 PM	5:35 PM	1h 19m	4.1	Tri County HS	21338 Kendaville Rd,	Tri County	415 Cedar, Howard City	Check in with Mac			4.10
4/23/2026	Thu	3:04 PM	4:11 PM	1h 57m	33	Fremont HS	350 W. Cedar, Fremont	Tri County HS	21338 Kendaville Rd,	Checkin with HS/Elem			33.00
4/23/2026	Thu	12:05 PM	1:07 PM	1h 2m	49.2	Home (KM)	16300 Northland Drive,	Fremont HS	350 W. Cedar, Fremont	Commute, Meeting for Graduation		-21.00	28.20
4/22/2026	Wed	10:02 PM	10:45 PM	45m	36.8	Fremont MS/HS	350 W. Cedar, Fremont	Home (KM)	16300 Northland Drive,	Commute Home		-21.00	15.80
4/22/2026	Wed	9:13 PM	9:17 PM	34m	1.8	Fremont Pathfinder	109 W 44th St, Fremont	Fremont MS/HS	350 W. Cedar, Fremont	SBS w/Damien, Drop off Supply			1.80
4/22/2026	Wed	8:33 PM	8:39 PM	43m	1.6	Fremont Administration	450 E. Pine, Fremont MI	Fremont Pathfinder	109 W 44th St, Fremont	SBS w/Angel			1.60
4/22/2026	Wed	7:37 PM	7:51 PM	1h 37m	1.7	Fremont Quest/MS	350 W. Cedar, Fremont	Fremont Administration	450 E. Pine, Fremont MI	SBS w/Alex			1.70
4/22/2026	Wed	5:02 PM	6:00 PM	1h 24m	42.9	Appointment	3547 Alpine Ave NW,	Fremont Quest/MS	350 W. Cedar, Fremont	SBS w/Damien, Nina, Joe			42.90
4/22/2026	Wed	3:33 PM	3:38 PM	17m	1.4	Comstock Park	3825 Oakridge Ave NW,	Appointment	3547 Alpine Ave NW,	Appointment		-1.40	0.00
4/22/2026	Wed	3:11 PM	3:17 PM	14m	1.6	Comstock Park Mill	3943 W River Dr NE,	Comstock Park	3825 Oakridge Ave NW,	PR w/Tracey - Meeting Setup			1.60
4/22/2026	Wed	2:48 PM	2:57 PM	14m	3.9	Comstock Park Pine	6101 Pine Island Dr NE,	Comstock Park Mill	3943 W River Dr NE,	Drop off Chemical for Carpets			3.90
4/22/2026	Wed	2:26 PM	2:35 PM	33m	3.5	Comstock Park Stoney	200 Lantern Dr NW,	Comstock Park Pine	6101 Pine Island Dr NE,	PR w/Larlane			3.50
4/22/2026	Wed	1:47 PM	1:53 PM	1h 5m	2.8	Comstock Park Mill	3943 W River Dr NE,	Comstock Park Stoney	200 Lantern Dr NW,	PR w/Crystal - Meeting Setup			2.80
4/22/2026	Wed	12:13 PM	12:42 PM	31m	23.7	Home (KM)	16300 Northland Drive,	Comstock Park Mill	3943 W River Dr NE,	Commute, Wed Wisdom PR Check		-21.00	2.70
4/21/2026	Tue	8:58 PM	9:23 PM	1h 13m	22.2	GRBS Office	317 Leonard Street	Home (KM)	16300 Northland Drive,	Commute Home		-21.00	1.20
4/21/2026	Tue	7:39 PM	7:45 PM	1h 40m	1.4	Lunch/Meeting	834 Leonard St NE,	GRBS Office	317 Leonard Street	Finish OJT Training for the day			1.40
4/21/2026	Tue	5:54 PM	5:59 PM	1h 14m	1.4	GRBS Office	317 Leonard Street	Lunch/Meeting	834 Leonard St NE,	Lunch/OJT (Meeting and figuring out			1.40
4/21/2026	Tue	4:13 PM	4:40 PM	2h 19m	23.3	Wayland Baker Elem	507 W Sycamore St,	GRBS Office	317 Leonard Street	OJT Meeting (Needed Internet)			23.30
4/21/2026	Tue	1:30 PM	1:54 PM	41m	23.3	GRBS Office	317 Leonard Street	Wayland Baker Elem	507 W Sycamore St,	2SL Certify Brandy w/Melissa			23.30
4/21/2026	Tue	12:10 PM	12:50 PM	40m	27.9	Home (KM)	16300 Northland Drive,	GRBS Office	317 Leonard Street	Commute, Meeting for OJT		-21.00	6.90
4/20/2026	Mon	8:49 PM	9:14 PM	1h 30m	19	Comstock Park High	150 6 Mile Rd NE,	Home (KM)	16300 Northland Drive,	Commute Home		-21.00	-2.00
4/20/2026	Mon	7:11 PM	7:20 PM	12m	2.4	Comstock Park Mill	3943 W River Dr NE,	Comstock Park High	150 6 Mile Rd NE,	SBS w/TM2 and TM4			2.40
4/20/2026	Mon	6:47 PM	6:58 PM	40m	3.5	Comstock Park Stoney	200 Lantern Dr NW,	Comstock Park Mill	3943 W River Dr NE,	Check on carpet progress			3.50
4/20/2026	Mon	5:59 PM	6:07 PM	35m	3.9	Comstock Park Pine	6101 Pine Island Dr NE,	Comstock Park Stoney	200 Lantern Dr NW,	SBS w/TM1			3.90
4/20/2026	Mon	5:14 PM	5:25 PM	1h 29m	4.8	Comstock Park	3825 Oakridge Ave NW,	Comstock Park Pine	6101 Pine Island Dr NE,	SBS w/TM2			4.80
4/20/2026	Mon	3:39 PM	3:45 PM	17m	1.5	Comstock Park Mill	3943 W River Dr NE,	Comstock Park	3825 Oakridge Ave NW,	SBS w/ Lead and TM1			1.50
4/20/2026	Mon	3:05 PM	3:23 PM	2h 12m	4.7	GRBS Office	317 Leonard Street	Comstock Park Mill	3943 W River Dr NE,	Check on Building Requests			4.70
4/20/2026	Mon	12:26 PM	12:53 PM	27m	26.7	Home (KM)	16300 Northland Drive,	GRBS Office	317 Leonard Street	Commute, HR Meeting		-21.00	5.70
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