GRBS Salaried Timesheet					Ronald Kipp Pomranky				12-17-2023		Home Base District:	DeWitt
											Home Addresss:	121 S. Oak St.Sheridan MI 48884
Daily Totals	MON		TUES		WED	THUR	FRI	SAT	SUN		Typical Commute (Miles):	52.50
Time Arrived first account			1:10		8:23	8:08					Total with PTO/Holiday and Hours Worked	29.25
Time Leaving last account			6:35		6:31	10:03						
Total Time On Site Start to Finish			5.5		10	2					Total Hours Worked for the Week	29.25
Drive time to first or last, if not home base			0.5		0.75						Of the hours worked, how many were production?	0.00
Phone/email actual time before or after on site time	4.5		4.5		0.5	1						
# hours spent taking Breaks or personal time during shift											Miles	253.00
Total Time Worked (Onsite+drive+ before/after minus personal time)	4.5		10.5		11.25	3	0	0	0		Holiday, Claim 10 hours PTO 10 hours if full day, 5 hours if half day	
Holiday/PTO Time											Total HP/PTO	0
Before/After Time	AM	PM	Total Time		Time Before doing What?						Time After doing What?	
Monday					Emails, phone, timesheet, inspections entered, CBP							
Tuesday					Emails, phone, 12@12, inspections entered, CBP							
Wednesday					Emails, phone							
Thursday					Emails, phone							
Friday												
Saturday												
Sunday												

Date	Day	Start Time of travel	End Time of Travel	Stay Time at Location	Mileage	Location Name *if not filled from Trip log enter location	From Location Address	Location Name *if not filled from Trip log enter location	To Location Address	What were you doing? -short summary- inspection, training, etc.	# of Production Hours? *Needs to also be in MITC	Deduct Typical Commute if to/from Home *put - (minus) symbol before the # of miles	Total Mileage
Trip Logs													0.00
Date	Day	Start Time	End Time	Stay Time	Mileage (mi)	From Location Name	From Location Address	To Location Name	To Location Address	Notes			
########	Tue	12:43 PM	1:10 PM	2h 35m	19.2		201 Oak St, Sheridan, MI 48884	Ionia High School	250 E Tuttle Rd, Ionia MI 48846				19.20
########	Tue	3:45 PM	3:50 PM	30m	2.9	Ionia High School	250 E Tuttle Rd, Ionia MI 48846	Ionia Emerson	645 Hackett St, Ionia MI 48846				2.90
########	Tue	4:20 PM	4:26 PM	2h 9m	4	Ionia Emerson	645 Hackett St, Ionia MI 48846	Ionia Boyce	3550 N State Rd, Ionia MI 48846				4.00
########	Tue	6:35 PM	6:47 PM	4m	10.1	Ionia Boyce	3550 N State Rd, Ionia MI 48846		7990 S Sheridan Rd, Sheridan, MI 48884				10.10
########	Tue	6:51 PM	6:58 PM		2.5		7990 S Sheridan Rd, Sheridan, MI 48884		201 Oak St, Sheridan, MI 48884				2.50
########	Wed	7:37 AM	8:23 AM	2h 22m	33.6		201 Oak St, Sheridan, MI 48884	Portland Adult Edu	1100 Ionia Rd., Portland MI 48875				33.60
########	Wed	10:45 AM	10:52 AM	46m	2.2	Portland Adult Edu	1100 Ionia Rd., Portland MI 48875	Portland Middle School	745 Storz Ave, Portland MI 48875				2.20
########	Wed	11:38 AM	12:14 PM	5h 47m	20.1	Portland Middle School	745 Storz Ave, Portland MI 48875	DeWitt High School	13601 Panther Dr, DeWitt MI 48820				20.10
########	Wed	6:01 PM	6:02 PM	29m	0.5	DeWitt High School	13601 Panther Dr, DeWitt MI 48820		3147 E Herbison Rd, DeWitt, MI 48820				0.50
########	Wed	6:31 PM	7:25 PM		53		3147 E Herbison Rd, DeWitt, MI 48820		201 Oak St, Sheridan, MI 48884				53.00
########	Thu	8:08 AM	9:10 AM	53m	52.3		201 Oak St, Sheridan, MI 48884		2957 W Herbison Rd, DeWitt, MI 48820				52.30
########	Thu	10:03 AM	11:04 AM		52.6		2957 W Herbison Rd, DeWitt, MI 48820		201 Oak St, Sheridan, MI 48884				52.60
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GRBS Salaried Timesheet					Example Manager				Enter Date:	4/17/2023	Home Base District:	GR office	
											Home Addresss:	4318 Pine Ave SE Grand Rapids Mi 49507	
Daily Totals	MON		TUES		WED	THUR	FRI	SAT	SUN		Typical Commute (Miles):	21.60	
Time Arrived first account	6:45am											Total with PTO/Holiday and Hours Worked	9.25
Time Leaving last account	3:30pm												
Total Time On Site Start to Finish	8.75											Total Hours Worked for the Week	9.25
Drive time to first or last if not home base												Of the hours worked, how many were production?	3.42
Phone/email actual time before or after on site time	1												
# hours spent taking Breaks or personal time during shift	0.5											Miles	19.20
Total Time Worked (Onsite+drive+ before/after minus personal time)	9.25		0		0	0		0		0	0	Holiday, Claim 10 hours PTO 10 hours if full day, 5 hours if half day	
Holiday/PTO Time												Total HP/PTO	0

Before/After Time	AM	PM	Total Time	Time Before doing What?		Time After doing What?
Monday		1	1			Special Billing transfers from missed events, creating tickets
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

Date	Day	Start Time of travel	End Time of Travel	Stay Time at Location	Mileage-	ocation Name *if not filled from Trip log enter location	From Location Address	Location Name * if not filled from Trip log enter location	To Location Address	What were you doing? -short summary- inspection, training, etc.	# of Production Hours? *Needs to also be in MITC	Deduct Typical Commute if to/from Home *put - (minus) symbol before the # of miles	Total Mileage
4/11/2022	Mon	6:30 AM	6:44 AM	5h	28	Home	4318 Pine Ave SE, Grand Rapids, MI 4950	Holland HS	1200 Front Ave NW, Grand Rapids, MI 49504	Inspection, principal meeting, cleaned	1.50	-21.60	6.40
4/11/2022	Mon	11:44 AM	11:57 AM	13m	5.4	Holland HS	4318 Pine Ave SE, Grand Rapids, MI 4950	Holland HMS	300 Monroe Ave NW, Grand Rapids, MI 49503	Drop off equipment			5.40
4/11/2022	Mon	12:10 PM	12:15 PM	35m	1.8	Holland MS	300 Monroe Ave NW, Grand Rapids, MI 4	Holland East	1200 Front Ave NW, Grand Rapids, MI 49504	Employee Counseling			1.80
4/11/2022	Mon	12:50 PM	12:56 PM	1h 55m	2.1	Holland East	1200 Front Ave NW, Grand Rapids, MI 49	Holland Heights	47 Division Ave S, Grand Rapids, MI 49503	Cleaned Bathrooms	1.92		2.10
4/11/2022	Mon	2:51 PM	2:57 PM	29m	2.1	Holland Heights	47 Division Ave S, Grand Rapids, MI 4950	Holland Jefferson	1200 Front Ave NW, Grand Rapids, MI 49504	Supply drop off, office check			2.10
4/11/2022	Mon	3:30 PM	4:08 PM		23	Holland Jefferson	1200 Front Ave NW, Grand Rapids, MI 49	Home	42.647653,-85.316669			-21.60	1.40

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