

GRBS Operations Salaried Timesheet ALL Green sections MUST be filled out before submission		WEEK ENDING DATE:		5/3/2026		Home Base District Address:		21338 Kendaville Rd, Howard City, MI 49329		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	Weekly TOTALS					
Time You Arrived at First account	11:30	14:30	11:45	14:30				Total with PTO/Holiday and Hours Worked				51.75	
Time You Left Last account	21:15	21:00	18:45	21:00				Total Hours Worked for the Week (Onsite + Additional Drive Time + Before and/or After Shift - Lunch/Break Time)				51.75	
Total Number of Hours ON SITE (Start to Finish)	9.75	6.50	7	6.50				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):	2.00	0.50	0.00	4.00				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	1.50	1.25	1.00				Hours Before & After Shift:				17.50	
After Actual Shift Time (Emails/Phone/Etc.)	1.50	3.00	2.50	3.50			2.50	Miles				503.50	
Lunch/Breaks Taken	0.50	0.50	0.50	0.50									
Total Time Worked (Onsite + Additional Drive Time + Before and/or After Shift - Lunch/Break Time)	13.50	11.00	10.25	14.50	0.00	0.00	2.50	Holiday: Enter 10 hours PTO Enter: 10 hours if full day, 5 hours if half day				0.00	
Holiday / PTO Time													
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					
	Monday	0.75	Check MITC, Repsond to Communications, Check Schedule Changes, CBP's Updates, Coordinate Call Offs.				1.50	Respond to All Communications, Update MITC, Update Reverse Tracker, Update Timesheet, Update Planner/Calendar, Submit Closing Report.					
	Tuesday	1.50	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, Update Timesheet, Update Planner/Calendar, Submit Closing Report.					
	Wednesday	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.					
	Thursday	1.00	Check MITC, Repsond to Communications, Check Schedule Changes, CBP's Updates, Coordinate Call Offs.				3.50	Respond to All Communications, Update MITC, Update Reverse Tracker, Update Timesheet, Supply Order, Submit PRs/SD, Submit Payroll Form, Update Planner/Calendar, Submit Closing Report.					
	Friday												
	Saturday												
Sunday							2.50	Respond to All Communications, Update MITC, Coordinate Morning Staffing/Quits, Approve Mileage, Update Reverse Tracker, Update & Submit Timesheet, Update Planner/Calendar.					
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	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
4/30/2026	Thu	8:51 PM	10:48 PM	13m	126.1	Okemos High School	2800 Jolly Road,	Home (KM)	16300 Northland Drive,	Commute to Office than Home		-21.00	105.10
4/30/2026	Thu	8:29 PM	8:38 PM	4h 59m	4.2	Okemos Chippewa	4000 Okemos Rd,	Okemos High School	2800 Jolly Road,	Picked up Lisa			4.20
4/30/2026	Thu	3:15 PM	3:30 PM	19m	1.7	Okemos High School	2800 Jolly Road,	Okemos Chippewa	4000 Okemos Rd,	SBS w/Team			1.70
4/30/2026	Thu	2:51 PM	2:56 PM	23m	1.8	Gas Station	3440 Okemos Rd,	Okemos High School	2800 Jolly Road,	Dropped Lisa off for SBS			1.80
4/30/2026	Thu	12:21 PM	2:28 PM	2h 7m	125.8	Home (KM)	16300 Northland Drive,	Gas Station	3440 Okemos Rd,	Commute, Pulled over to change GPS		-21.00	104.80
4/29/2026	Wed	6:49 PM	7:14 PM	3h 2m	23	L10	2988 Walker Ave NW,	Home (KM)	16300 Northland Drive,	Commute Home		-21.00	2.00
4/29/2026	Wed	3:34 PM	3:47 PM	52m	6.3	Comstock Park High	150 6 Mile Rd NE,	L10	2988 Walker Ave NW,	L10 w/Logan			6.30
4/29/2026	Wed	2:25 PM	2:42 PM	2h 41m	5.7	GRBS Office	317 Leonard Street	Comstock Park High	150 6 Mile Rd NE,	Check in with Building			5.70
4/29/2026	Wed	11:17 AM	11:43 AM	30m	26.8	Home (KM)	16300 Northland Drive,	GRBS Office	317 Leonard Street	Commute, HR Meeting		-21.00	5.80
4/28/2026	Tue	9:04 PM	9:59 PM	48m	46.1	Wayland High School	870 E Superior St,	Home (KM)	16300 Northland Drive,	Commute Home		-21.00	25.10
4/28/2026	Tue	8:14 PM	8:16 PM	1h 52m	1.3	Wayland Baker Elem	507 W Sycamore St,	Wayland High School	870 E Superior St,	OTJ w/Brandy			1.30
4/28/2026	Tue	6:20 PM	6:22 PM	42m	0.9	Lunch	330 Reno Dr, Wayland,	Wayland Baker Elem	507 W Sycamore St,	OTJ w/Brandy			0.90
4/28/2026	Tue	5:33 PM	5:37 PM	1h 33m	1.7	Wayland High School	870 E Superior St,	Lunch	330 Reno Dr, Wayland,	Lunch			1.70
4/28/2026	Tue	3:52 PM	4:00 PM	12m	1.9	Wayland Baker Elem	507 W Sycamore St,	Wayland High School	870 E Superior St,	OTJ w/Brandy			1.90
4/28/2026	Tue	3:07 PM	3:40 PM	28m	28.2	Comstock Park Mill	3943 W River Dr NE,	Wayland Baker Elem	507 W Sycamore St,	OTJ w/Brandy			28.20
4/28/2026	Tue	2:14 PM	2:39 PM	18m	23.7	Home (KM)	16300 Northland Drive,	Comstock Park Mill	3943 W River Dr NE,	Commute, Check in with Staff		-21.00	2.70
4/27/2026	Mon	9:18 PM	10:08 PM	15m	32.7	53 54th & Division	62 54th Street, Grand	Home (KM)	16300 Northland Drive,	Commute Home		-21.00	11.70
4/27/2026	Mon	8:57 PM	9:03 PM	41m	3.2	53 Gezon Pkwy	2301 Gezon Parkway	53 54th & Division	62 54th Street, Grand	Tried to clean, couldn't get access			3.20
4/27/2026	Mon	8:07 PM	8:16 PM	37m	5.5	5/3 Bryon Center	2384 84th Street	53 Gezon Pkwy	2301 Gezon Parkway	Clean Banks			5.50
4/27/2026	Mon	7:10 PM	7:30 PM	53m	13.9	53 Caledonia	9325 Cherry Valley,	5/3 Bryon Center	2384 84th Street	Clean Banks			13.90
4/27/2026	Mon	4:50 PM	6:17 PM	23m	76.9	Okemos Central	4406 Okemos Road,	53 Caledonia	9325 Cherry Valley,	Clean Banks			76.90
4/27/2026	Mon	4:19 PM	4:28 PM	46m	3.4	Okemos High School	2800 Jolly Road,	Okemos Central	4406 Okemos Road,	Walkdown, Secure Keys			3.40
4/27/2026	Mon	3:24 PM	3:33 PM	17m	3	Okemos Chippewa	4000 Okemos Rd,	Okemos High School	2800 Jolly Road,	Secure Keys			3.00
4/27/2026	Mon	3:00 PM	3:06 PM	37m	2.5	Okemos Cornell Ele	4371 Cornell Road,	Okemos Chippewa	4000 Okemos Rd,	Walkdown, Secure Keys			2.50
4/27/2026	Mon	2:23 PM	2:23 PM	1h 6m	1.6	Okemos Kinawa Upper	1900 Kinawa Drive,	Okemos Cornell Ele	4371 Cornell Road,	Walkdown, Secure Keys			1.60
4/27/2026	Mon	1:13 PM	1:17 PM	1h 25m	0.9	Okemos Chippewa	4000 Okemos Rd,	Okemos Kinawa Upper	1900 Kinawa Drive,	Walkdown, Secure Keys			0.90
4/27/2026	Mon	11:38 AM	11:48 AM	14m	2.9	Gas Station	3440 Okemos Rd,	Okemos Chippewa	4000 Okemos Rd,	All call to Okemos			2.90
4/27/2026	Mon	9:43 AM	11:24 AM	1h 41m	99.8	Home (KM)	16300 Northland Drive,	Gas Station	3440 Okemos Rd,	Commute, Stop for Gas		-21.00	78.80
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