

<b>GRBS Operations Salaried Timesheet</b> <b>ALL Green sections MUST be filled out before submission</b>			WEEK ENDING DATE: <b>5/3/2026</b>		Home Base District Address: <b>520 W South St, Hastings, MI 49058</b>	Typical Commute (Miles): <b>27.00</b>	
			Name: <b>Kyle Anderson</b>		Home Address: <b>4069 Forest Creek CR SE Apt. 1C Kentwood, MI 49512</b>	Typical Commute (Minutes): <b>0.62</b> <b>0.01</b>	

Daily Totals	MON	TUES	WED	THUR	FRI	SAT	SUN	Weekly TOTALS	
Time You Arrived at First account	13:03	12:54	12:40	11:14	12:45	0	0	Total with PTO/Holiday and Hours Worked	50.74
Time You Left Last account	20:34	22:14	21:28	23:59	9:44:00 PM	0	0		
Total Number of Hours ON SITE (Start to Finish)	7.75	9.50	9	12.75	9.00	0.00	0.00	Total Hours Worked for the Week (Onsite + Additional Drive Time + Before and/or After Shift - Lunch/Break Time)	50.74
Drive Time To First/Last Account MINUS Typical Commute (Minutes):	0.20	0.07	0.00	0.62	0.18	0.00	0.00	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 be included in ONSITE HOURS	
Before Actual Shift Time (Emails/Phone/Etc.)	0.00	0.00	0.17	0.00	0.00	0.50	1.00	Production Hours for the week: Does this match your hours in MITC 999 pin?	2.62
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:	1.67
Lunch/Breaks Taken	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Miles	386.80
Total Time Worked (Onsite + Additional Drive Time + Before and/or After Shift - Lunch/Break Time)	7.95	9.57	9.17	13.37	9.18	0.50	1.00		
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	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	0.17	HH'	0.00		
	Thursday	0.00		0.00		
	Friday	0.00		0.00		
	Saturday	0.50	Phone calls	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	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	
4/27/2026	Mon	12:21 PM	1:03 PM	4h 47m	27.3	Home	4069 Forest Creek Road	Hastings High School	Hastings, MI 49058	Check in after walk/ Spencer PR	-20.00	7.30
4/27/2026	Mon	5:50 PM	5:53 PM	2m	1	Hastings High School	Hastings, MI 49058	Hastings Central Elem.	509 S Broadway St,	Check in		1.00
4/27/2026	Mon	5:55 PM	6:00 PM	28m	1.4	Hastings Central Elem.	509 S Broadway St,		1310 W State St,	food		1.40
4/27/2026	Mon	6:28 PM	6:35 PM	1h 26m	1.8		1310 W State St,	Hastings High School	Hastings, MI 49058	SBS		1.80
4/27/2026	Mon	8:01 PM	8:02 PM		0.6	Hastings High School	Hastings, MI 49058	Hastings Central Elem.	509 S Broadway St,	SBS		0.60
4/27/2026	Mon	8:34 PM	9:03 PM	3m	23.5		331 M-37, Hastings, MI		2860 E Paris Ave SE,	Snack	-20.00	3.50

4/27/2026	Mon	9:06 PM	9:10 PM		1.3		2860 E Paris Ave SE,	Home	4069 Forest Creek Road	Drove home			1.30
4/28/26	Tue	12:39 PM	12:54 PM	24m	11.4	Home	4069 Forest Creek Road	GRBS Office	317 Leonard Street	equipment			11.40
4/28/2026	Tue	1:19 PM	2:05 PM	26m	41.1	GRBS Office	317 Leonard Street	Ionia High School	250 E Tuttle Rd, Ionia	PR			41.10
4/28/2026	Tue	2:31 PM	2:53 PM	3h 21m	13.9	Ionia High School	250 E Tuttle Rd, Ionia	Portland Adult Edu	1100 Ionia Rd., Portland	PR			13.90
4/28/2026	Tue	6:13 PM	6:21 PM	3m	3.3	Portland Adult Edu	1100 Ionia Rd., Portland		1412 E Grand River Ave,	Coffee			3.30
4/28/2026	Tue	6:24 PM	6:31 PM	3h 22m	2.5		1412 E Grand River Ave,	Portland Adult Edu	1100 Ionia Rd., Portland	SBS			2.50
4/28/2026	Tue	9:53 PM	9:57 PM	5m	1.5	Portland Adult Edu	1100 Ionia Rd., Portland		120 E Grand River Ave,	dont know			1.50
4/28/2026	Tue	10:02 PM	10:04 PM	9m	1.5		120 E Grand River Ave,	Portland Adult Edu	1100 Ionia Rd., Portland	SBS			1.50
4/28/2026	Tue	10:14 PM	10:48 PM		35.1	Portland Adult Edu	1100 Ionia Rd., Portland	Home	4069 Forest Creek Road	Drove home		-20.00	15.10
4/29/2026	Wed	12:31 PM	12:40 PM	1h 26m	4.1	Home	4069 Forest Creek Road	L-3 Communications	5353 52nd St SE, Grand	HH/WW/PR			4.10
4/29/2026	Wed	2:06 PM	2:42 PM	32m	25.1	L-3 Communications	5353 52nd St SE, Grand	Hastings High School	Hastings, MI 49058	PR		-20.00	5.10
4/29/2026	Wed	3:14 PM	3:20 PM	17m	1	Hastings High School	Hastings, MI 49058	Hastings Central Elem.	509 S Broadway St,	SBS			1.00
4/29/2026	Wed	3:37 PM	3:43 PM	15m	2.3	Hastings Central Elem.	509 S Broadway St,		1670 M-43, Hastings,	SBS			2.30
4/29/2026	Wed	3:58 PM	4:03 PM	25m	2		1670 M-43, Hastings,	Hastings Central Elem.	509 S Broadway St,	SBS			2.00
4/29/2026	Wed	4:29 PM	4:41 PM	1h 41m	3.9	Hastings Central Elem.	509 S Broadway St,	Southeastern School	Hastings, MI 49058	SBS			3.90
4/29/2026	Wed	6:22 PM	6:32 PM	11m	1.8	Southeastern School	Hastings, MI 49058	Hastings Central Elem.	509 S Broadway St,	SBS			1.80
4/29/2026	Wed	6:43 PM	6:49 PM	19m	2.6	Hastings Central Elem.	509 S Broadway St,	Coinstar	Rutland, MI 49058	SNacks			2.60
4/29/2026	Wed	7:08 PM	7:14 PM	2h 14m	2.6	Coinstar	Rutland, MI 49058	Hastings High School	Hastings, MI 49058	SBS			2.60
4/29/2026	Wed	9:28 PM	9:57 PM	7m	22.5	Hastings High School	Hastings, MI 49058		6700 Broadmoor Ave	drink		-20.00	2.50
4/29/2026	Wed	10:04 PM	10:12 PM		4.9		6700 Broadmoor Ave	Home	4069 Forest Creek Road	Drove home		-4.90	0.00
4/30/2026	Thu	10:34 AM	11:14 AM		40.5	Home	4069 Forest Creek Road		618 Allegan St,	seminar		-20.00	20.50
4/30/2026	Thu	1:48 PM	2:57 PM	11m	66.9		US-131, Otsego, MI	Portland Adult Edu	1100 Ionia Rd., Portland	PR			66.90
4/30/2026	Thu	3:08 PM	3:33 PM	30m	16.7	Portland Adult Edu	1100 Ionia Rd., Portland		438 Union St, Ionia, MI	Food			16.70
4/30/2026	Thu	4:03 PM	4:07 PM	1h 4m	1		438 Union St, Ionia, MI	Ionia Emerson	645 Hackett St, Ionia MI	PR			1.00
4/30/2026	Thu	5:11 PM	5:17 PM	16m	4.1	Ionia Emerson	645 Hackett St, Ionia MI	Ionia Boyce	3550 N State Rd, Ionia	PR			4.10
4/30/2026	Thu	5:33 PM	6:07 PM	2h 19m	21.5	Ionia Boyce	3550 N State Rd, Ionia	Portland Middle School	745 Storz Ave, Portland	SBS			21.50
4/30/2026	Thu	8:26 PM	8:33 PM	43m	2	Portland Middle School	745 Storz Ave, Portland	Portland Adult Edu	1100 Ionia Rd., Portland	SBS			2.00
4/30/2026	Thu	9:16 PM	10:06 PM	5m	41.3	Portland Adult Edu	1100 Ionia Rd., Portland	Southeastern School	Hastings, MI 49058	SBS			41.30
4/30/2026	Thu	10:11 PM	10:15 PM	1h 1m	1.3	Southeastern School	Hastings, MI 49058	Hastings High School	Hastings, MI 49058	SBS			1.30
4/30/2026	Thu	11:15 PM	11:20 PM	31m	1.5	Hastings High School	Hastings, MI 49058	Southeastern School	Hastings, MI 49058	SBS			1.50
4/30/2026	Thu	11:51 PM	11:52 PM	7m	0.9	Southeastern School	Hastings, MI 49058	Hastings High School	Hastings, MI 49058	SBS			0.90
4/30/2026	Thu	11:59 PM	12:36 AM	9h 0m	27.6	Hastings High School	Hastings, MI 49058	Home	4069 Forest Creek Road	Drove home		-20.00	7.60
5/1/2026	Fri	9:36 AM	9:47 AM	1h 21m	5.4	Home	4069 Forest Creek Road		1700 44th St SE,	personal		-5.40	0.00
5/1/2026	Fri	11:08 AM	11:20 AM	45m	5.3		1700 44th St SE,	Home	4069 Forest Creek Road	personal		-5.30	0.00
5/1/2026	Fri	12:06 PM	12:45 PM	1h 16m	27.3	Home	4069 Forest Creek Road	Hastings High School	Hastings, MI 49058	Check in		-20.00	7.30
5/1/2026	Fri	2:01 PM	2:06 PM	22m	1	Hastings High School	Hastings, MI 49058	Hastings Central Elem.	509 S Broadway St,	PR			1.00
5/1/2026	Fri	2:28 PM	2:31 PM	1h 0m	1.2	Hastings Central Elem.	509 S Broadway St,	Hastings Northeastern	519 E Grant St, Hastings	PR			1.20
5/1/2026	Fri	3:30 PM	4:06 PM	2h 2m	24.4	Hastings Northeastern	519 E Grant St, Hastings	L-3 Communications	5353 52nd St SE, Grand	SBS			24.40
5/1/2026	Fri	6:08 PM	6:42 PM	1h 53m	25	L-3 Communications	5353 52nd St SE, Grand	Hastings Central Elem.	509 S Broadway St,	SBS			25.00
5/1/2026	Fri	8:35 PM	8:39 PM		2.2	Hastings Central Elem.	509 S Broadway St,	Hastings Star Elem.	1900 Star School Rd,	SBS			2.20
5/1/2026	Fri	9:44 PM	10:16 PM		25.3		522 M-43, Hastings, MI	Home	4069 Forest Creek Road	Drove home		-20.00	5.30