



# Michigan Educational Transportation Services

P.O. Box 516 • Portland, MI 48875 • 517 647-7765 • HR Fax: 517 647-7572 • Payroll Fax: 517 647-1005 [www.contractbusdrivers.com](http://www.contractbusdrivers.com)

Employee Name \_\_\_\_\_

Position: \_\_\_\_\_

(please print)

Client District \_\_\_\_\_

Rate of Pay: \$ \_\_\_\_\_

## Hourly/Daily/Salary Time Sheet

Day	Date	Hours	Trips
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
<b>Totals</b>			

For Leave Days please write an "A" in the Days column

Day	Date	Hours	Trips
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
<b>Totals</b>			

For Leave Days please put an "A" in the Days column

Pay Period	Payroll Due*	Pay Date	26 Pays	
06/16	06/29	07/03/2019	07/12/2019	1
06/30	07/13	07/17/2019	07/26/2019	2
07/14	07/27	07/31/2019	08/09/2019	3
07/28	08/10	08/14/2019	08/23/2019	4
08/11	08/24	08/28/2019	09/06/2019	5
08/25	09/07	09/11/2019	09/20/2019	6
09/08	09/21	09/25/2019	10/04/2019	7
09/22	10/05	10/09/2019	10/18/2019	8
10/06	10/19	10/03/2019	11/01/2019	9
10/20	11/02	11/06/2019	11/15/2019	10
11/03	11/16	11/20/2019	11/29/2019	11
11/17	11/30	12/04/2019	12/13/2019	12
12/01	12/14	12/18/2019	12/27/2019	13
12/15	12/28	12/30/2019	01/10/2020	14
12/29	01/11	01/15/2020	01/24/2020	15
01/12	01/25	01/29/2020	02/07/2020	16
01/26	02/08	02/12/2020	02/21/2020	17
02/09	02/22	02/26/2020	03/06/2020	18
02/23	03/08	03/11/2020	03/20/2020	19
03/09	03/22	03/25/2020	04/03/2020	20
03/23	04/05	04/08/2020	04/17/2020	21
04/06	04/19	04/22/2020	05/01/2020	22
04/20	05/03	05/06/2020	05/15/2020	23
05/04	05/17	05/20/2020	05/29/2020	24
05/18	05/31	06/03/2020	06/12/2020	25
06/01	06/14	06/17/2020	06/26/2020	26

\*This date is when the District submits hours for payroll. Employees need to turn timesheets to the District earlier than this date.

### FAX WITH BI-WEEKLY SUMMARY

Mail To: P.O. Box 516  
 Portland, MI 48875  
 Fax: 517-647-1005

Total Hours/Days: \_\_\_\_\_ For Pay Period Ending: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Client Approval: \_\_\_\_\_ Date: \_\_\_\_\_