



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

Employee Name _____
(please print)

Position: _____

Client District _____

Rate of Pay: \$ _____

Hourly/Daily/Salary Time Sheet

Day	Date	Hours	Trips
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Totals			

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

Day	Date	Hours	Trips
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Totals			

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

Pay Period	Payroll Due*	Pay Date	26 Pays	
6/12	6/25	6/29/2022	7/8/2022	1
6/26	7/9	7/13/2022	7/22/2022	2
7/10	7/23	7/27/2022	8/5/2022	3
7/24	8/6	8/10/2022	8/19/2022	4
8/7	8/20	8/24/2022	9/2/2022	5
8/21	9/3	9/7/2022	9/16/2022	6
9/4	9/17	9/21/2022	9/30/2022	7
9/18	10/1	10/5/2022	10/14/2022	8
10/2	10/15	10/19/2022	10/28/2022	9
10/16	10/29	11/2/2022	11/11/2022	10
10/30	11/12	11/16/2022	11/25/2022	11
11/13	11/26	11/30/2022	12/9/2022	12
11/27	12/10	12/14/2022	12/23/2022	13
12/11	12/24	12/28/2022	1/6/2023	14
12/25	1/7	1/11/2023	1/20/2023	15
1/8	1/21	1/25/2023	2/3/2023	16
1/22	2/4	2/8/2023	2/17/2023	17
2/5	2/18	2/22/2023	3/3/2023	18
2/19	3/4	3/8/2023	3/17/2023	19
3/5	3/18	3/22/2023	3/31/2023	20
3/19	4/1	4/5/2023	4/14/2023	21
4/2	4/15	4/19/2023	4/28/2023	22
4/16	4/29	5/3/2023	5/12/2023	23
4/30	5/13	5/17/2023	5/26/2023	24
5/14	5/27	5/31/2023	6/9/2023	25
5/28	6/10	6/14/2023	6/23/2023	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: _____