Job Sheet																		
Name*		Period		From					То					Date				Job
	Job Description	1/16	2/17 3/18	4/19	5/20	6/21	7/22	8/23	9/24	10/25	11/26	12/27	13/28	14/29	15/30	31	Total	
Administrative																		
Walk grounds, pick up papers front, back, center; clean up garbage container, clean storeroom, clean carports & note problems																		
Clean lau	ndry room lock/unlock door																	
Total Ho	urs																	

^{*} I certify that during this payroll period my timecard is a true, accurate and complete record of my working time that I have been provided all meal and break periods to which I am entitled and that I have not worked any overtime other than the overtime shown on this time card.