Back Up
Hours entered on Timesheet

Haverhill Public Schools
Custodial Overtime & Shift Differential Verification Sheet

School: _____

Date: _____Pay Period: _____

Name: _____

Name of employee working for: _____

Event/Reason: _____

Sponsoring Group: _____

Beginning Time: _____

Ending Time: _____

Total # hours worked: _____

Total # shift differential hours: _____

Approved: _____
　　　　　　Head Custodian

Approved: _____
　　　　　　Principal