

Keystone Municipal Services, Inc.
Employee Timesheet

Employee Name: Christopher D. Campanile
 Employee Number: **0938200118**

Pay Period: _____ to _____

Job Name	Description	B/N	M	T	W	TH	F	SA	SU	Totals
Seminars		N								
Miscellaneous Technical		N								
Vacation		N								
Sick Time		N								
Mileage per day		-----						-----	-----	

- Timesheets shall be received at the KMS office by 9:00 am Monday for processing or no paycheck can be released for that pay period.**
- Timesheets may be faxed to (610) 328-4836, or sent by e-mail to kmstimesheetmailbox@gmail.com
- Mileage shall not include commuting to and from work. If no mileage is identified for the specified period no reimbursement shall be provided.
- Provide a description for all time reported. (ex., Building Inspection, Zoning Administration, Code Enforcement, Plan Review, Meeting, Training, etc.)
- Vacation time shall be utilized in accordance with KMS company policy.

Employee Signature: _____

Date: _____