Buckeye Local Schools

CLASSIFIED TIMESHEET

WEEK START *(mm/dd/yy, Sunday)*: _____

WEEK END *(mm/dd/yy, Saturday)*: _____

Name: _____

Building: BPS | BIS | JHS | HS (CIRCLE ONE)

DAILY CONTRACTED HOURS

		TIMESHEET DATA							ABSENCE MUST ENTER INTO FRONTLINE					EXPLANATION
DAY	DATE	START TIME	END TIME	CHECK IF NO LUNCH	REGULAR HOURS	HOLIDAY	EXTRA HOURS	OVERTIME HOURS	SICK LEAVE HOURS	PERSONAL LEAVE HOURS	OTHER (SUB)	VACATION HOURS (260 Employees Only)	UNPAID LEAVE/DOCK	EXTRA AND OVERTIME HOURS OR ABSENCE HOURS
Sun														
Mon														
Tue														
Wed														
Thu														
Fri														
Sat														
				Total Hours										**Total of Attendance Hours:**

EXTRA HOURS are hours worked outside of your regular, scheduled hours, but are less than 40 hours per week.
OVERTIME is paid for hours worked over 40 hours/week.
EXPLANATION MUST be provided for EXTRA HOURS and OVERTIME hoursl.

I hereby certify the hours recorded are as worked or absent are correct.
I understand that falsification of this time sheet is grounds for discipline and/or termination.

_____ _____
SIGNATURE OF EMPLOYEE DATE

_____ _____
SIGNATURE OF SUPERVISOR DATE

TREASURER'S OFFICE USE ONLY

HOURS WORKED:
(Hrs over Reg Sched Hrs @ Reg Rate) _____ x _____ = _____

OVERTIME:
(Hrs over 40/Wk Paid @ 1.5 x Reg Rate) _____ x _____ = _____