



Buckeye Local Schools

Substitute Timesheet - Classified

(PLEASE PRINT ON PURPLE/LILAC PAPER)

Substitute

WEEK START
(mm/dd/yy, SUNDAY): _____

Name: _____

WEEK START
(mm/dd/yy, SATURDAY): _____

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

DAY	DATE	START TIME	END TIME	LUNCH	Hours Worked in DECIMAL (NOT HH:MM) HOURS WORKED
Sun					
Mon					
Tue					
Wed					
Thu					
Fri					
Sat					

EXPLANATION - MUST PROVIDE
Subbing For: Name of Classified Staff, Position Substituting

TOTAL HOURS:

INSTRUCTIONS:

1. **NAME:** Clearly PRINT your name on the line provided.
2. **BUILDING:** Circle the BUILDING in which you are working.
3. **WEEK START & WEEK END:** Our workweek begins with Sunday and ends with Saturday. These dates MUST be filled in.
4. **DATE:** Enter the date for each day worked.
5. **START & END TIME:** Enter the time your START your shift and the time you END your shift.

LUNCH: Subs who work six (6) consecutive hours or longer MUST take 1/2 hour for lunch. Enter ".5".
HOURS WORKED: Enter ONLY the hours worked. DO NOT include your lunch time.
EXPLANATION: Enter the name and position for which you are subbing.
TOTAL HOURS: Sum of your hours worked each day.

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.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

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 _____	= _____