BELIEVE
EMPOWER
ACHIEVE

BUCKEYE LOCAL SCHOOL DISTRICT
Certified Extended Day Timesheet

EMPLOYEE: _____

BUILDING: BPS | BIS | JHS | BHS

(CIRCLE ONE)

THESE FORMS ARE TO BE TURNED IN EVERY MONDAY WITH OTHER TIMESHEETS.

	DATE	TIME IN	TIME OUT	TOTAL HOURS	EXPLANATION
SUNDAY		AM PM	AM PM		
MONDAY		AM PM	AM PM		
TUESDAY		AM PM	AM PM		
WEDNESDAY		AM PM	AM PM		
THURSDAY		AM PM	AM PM		
FRIDAY		AM PM	AM PM		
SATURDAY		AM PM	AM PM		
			TOTAL DUE		

_____ _____

EMPLOYEE SIGNATURE **DATE**

_____ _____

ADMINISTRATOR SIGNATURE **DATE**

TREASURER'S OFFICE ONLY

PAY GROUP: **09** | **REGULAR**

_____ x _____ = $ _____

☐ Entered to Classified Extended Day Timesheet
(Google/Treasurer's Office/Payroll Items/Extended Time/Classified…)

RECEIVED: