



BUCKEYE LOCAL SCHOOL DISTRICT
Certified Timesheet
(NOT Extended Days/Hours)

EMPLOYEE: _____

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

REASON: _____

	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:		

EMPLOYEE SIGNATURE

DATE

ADMINISTRATOR SIGNATURE

DATE

TREASURER'S OFFICE ONLY

PAY GROUP: 34 | MISCELLANEOUS
 PAY ACCOUNT: 001-1190-112...180000-OPU-016-001
 OUTSIDE SCHOOL HOURS: \$25.00/HOUR
 WITHIN SCHOOL HOURS: \$30.00/HOUR, MINIMUM ONE (1) HOUR

RECEIVED:

TOTAL DAYS: _____ x \$25.00 | \$30.00 = \$ _____