



BUCKEYE LOCAL SCHOOL DISTRICT

TIMESHEET - CLASSIFIED SUBSTITUTE

☒ **SUBSTITUTE**

Name: _____

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

Building: BPS | BIS | JHS | BHS | MAINT

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

▲ MUST CIRCLE ONE ▲

DAY	DATE	START TIME	END TIME	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:

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.

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.
6. **UNPAID .5 HR LUNCH:** Enter ".50" unpaid lunch. *You cannot work through lunch unless approved by your supervisor.*
7. **HOURS WORKED:** Total of your actual hours worked, not including lunch.
8. **SIGN & DATE.**

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

TREASURER'S OFFICE ONLY

HOURS	RATE	PAY
_____	x _____	= \$ _____

REV 10/26