

Buckeye Joint Vocational School District
545 University Drive NE, New Philadelphia, OH 44663
Time Sheet Must Be Completely Filled Out Or You Will Not Be Paid!

Print Name: _____

Address: _____

Hourly Rate _____

INSTRUCTIONAL HOURS

Instructional Hrs To Date = _____ + Hours This Time Sheet _____ = Total Hours _____

Day	Date	Start Time	Stop Time	Start Time	Stop Time	Total Hours Worked	Class / Location

PREPARATION HOURS (Only for those with Pre-Approval)

Instructional Hrs To Date = _____ + Hours This Time Sheet _____ = Total Hours _____

Day	Date	Start Time	Stop Time	Start Time	Stop Time	Total Hours Worked	Class / Location

(Instructor's Signature)

(Supervisor's Signature)

(Superintendent's Signature)

