

**Buckeye Career Center  
545 University Dr. NE  
New Philadelphia, Ohio 44663**

**TIME SHEET**

Please complete:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SS# (last 4 digits): \_\_\_\_\_

Pay Period Number: \_\_\_\_\_

Assignment/Position: \_\_\_\_\_

| Day       | Date | Start | Finish | Hours |
|-----------|------|-------|--------|-------|
| Sunday    |      |       |        |       |
| Monday    |      |       |        |       |
| Tuesday   |      |       |        |       |
| Wednesday |      |       |        |       |
| Thursday  |      |       |        |       |
| Friday    |      |       |        |       |
| Saturday  |      |       |        |       |
| Sunday    |      |       |        |       |
| Monday    |      |       |        |       |
| Tuesday   |      |       |        |       |
| Wednesday |      |       |        |       |
| Thursday  |      |       |        |       |
| Friday    |      |       |        |       |
| Saturday  |      |       |        |       |

If substituting, please indicate the name of the employee(s)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Print Name

**2017 - 2018  
SCHOOL YEAR  
(WITH LAG)**

|    |   |            |            |
|----|---|------------|------------|
| 1  | June 18, 2017 - July 1, 2017            | 6/29/2017  | 7/7/2017   |
| 2  | July 2, 2017 - July 15, 2017            | 7/13/2017  | 7/21/2017  |
| 3  | July 16, 2017 - July 29, 2017           | 7/27/2017  | 8/4/2017   |
| 4  | July 30, 2017 - August 12, 2017         | 8/10/2017  | 8/18/2017  |
| 5  | August 13, 2017 - September 2, 2017     | 8/31/17    | 9/8/2017   |
| 6  | September 3, 2017 - September 16, 2017  | 9/14/2017  | 9/22/2017  |
| 7  | September 17, 2017 - September 30, 2017 | 9/28/2017  | 10/6/2017  |
| 8  | October 1, 2017 - October 14, 2017      | 10/12/2017 | 10/20/2017 |
| 9  | October 15, 2017 - October 28, 2017     | 10/26/2017 | 11/3/2017  |
| 10 | October 29, 2017 - November 11, 2017    | 11/9/2017  | 11/17/2017 |
| 11 | November 12, 2017 - November 25, 2017   | 11/23/2017 | 12/1/2017  |
| 12 | November 26, 2017 - December 9, 2017    | 12/7/2017  | 12/15/2017 |
| 13 | December 10, 2017 - December 23, 2017   | 12/21/2017 | 12/29/2017 |
| 14 | December 24, 2017 - January 6, 2018     | 1/4/2018   | 1/12/2018  |
| 15 | January 7, 2018 - January 20, 2018      | 1/18/2018  | 1/26/2018  |
| 16 | January 21, 2018 - February 3, 2018     | 2/1/2018   | 2/9/2018   |
| 17 | February 4, 2018 - February 17, 2018    | 2/15/2018  | 2/23/2018  |
| 18 | February 18, 2018 - March 3, 2018       | 3/1/2018   | 3/9/2018   |
| 19 | March 4, 2018 - March 17, 2018          | 3/15/2018  | 3/23/2018  |
| 20 | March 18, 2018 - March 31, 2018         | 3/29/2018  | 4/6/2018   |
| 21 | April 1, 2018 - April 14, 2018          | 4/12/2018  | 4/20/2018  |
| 22 | April 15, 2018 - April 28, 2018         | 4/26/2018  | 5/4/2018   |
| 23 | April 29, 2018 - May 12, 2018           | 5/10/2018  | 5/18/2018  |
| 24 | May 13, 2018 - May 26, 2018             | 5/24/2018  | 6/1/2018   |
| 25 | May 27, 2018 - June 9, 2018             | 6/7/2018   | 6/15/2018  |
| 26 | June 10, 2017 - June 23, 2018           | 6/21/2018  | 6/29/2018  |

**Extended Service Use Only**

School year **2017-2018**

Approved Days \_\_\_\_\_

Days Used \_\_\_\_\_

Balance \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Superintendent's Signature