

RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT
 2024-2025 School Year
 Time Sheet for CLASSIFIED Substitutes or Short-Term Employees

Name: _____ Months: _____ / _____

Date	In	Out	In	Out	Total Hours	Describe Worked Performed
26						
27						
28						
29						
30						
31						

Next	Month					
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
TOTALS						Submit on the 25th each Month

I certify that this record includes only approved hours for this employee and is a complete and proper basis for payment.

Employee Signature: _____ Date _____ Supervisor Signature: _____ Date _____

Budget Code: _____

_____ @ _____ = _____