

RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT
2024/2025 Classified Timesheet

NAME:				Position:		
MONTH:				Total Regular daily hours:		
Extra Time = After regular assigned hours up to 8 hrs daily or unpaid work calendar days						
Overtime = Over 8 hours in one day or 40 hours in one week						
Comp Time = Write CT in the comments section to waive ET/OT for accrued comp time						
Date	Regular Hours Worked	Leave	Extra Time Hours	Overtime Hours	Office Use E/T Hrs. O/T Hrs.	COMMENTS Work Performed /Reason for Extra Duty
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						
26						
27						
28						
29						
30						
31						
TOTAL						

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

Employee: _____ Date _____ Supervisor: _____ Date _____