

RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT

2025-2026 School Year

Time Sheet for CLASSIFIED Substitutes or Short-Term Employees

Name: _____

Months: _____/_____

Date	In	Out	In	Out	Total Hours	Describe Work 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 25 th of 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: _____ Supervisor Signature: _____

Budget Code: _____

_____ @ _____ = _____