

**Red Bluff Joint Union High School District
CERTIFICATED EXTRA DUTY TIMESHEET 2026-27**

Name: _____ Position: _____

Months _____ / _____

DATE	Extra Duty			NOTES/REMARKS (describe the work that was completed / reason for extra duty)
	Time In	Time Out	Hours Worked	
PRIOR MONTH				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
CURRENT MONTH				
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
Total:			0	Submit on the 19th each month

PRIOR MONTH

CURRENT MONTH

Month	Timesheet Period	10th Pay Day	Timesheet Due
July	June 20 -July 19	08/10/26	07/17/26
August	July 20-August 19	09/10/26	08/19/26
Sept	August 20-Sept.19	10/09/26	09/18/26
Oct	Sept. 20-Oct. 19	11/10/26	10/19/26
Nov	Oct. 20-Nov 19	12/10/26	11/19/26
Dec	Nov. 20-Dec. 19	01/08/27	12/18/26
Jan	Dec. 20-Jan 19	02/10/27	01/19/27
Feb	Jan. 20-Feb 19	03/10/27	02/19/27
March	Feb. 20-March 19	04/09/27	03/19/27
April	March 20-April 19	05/10/27	04/19/27
May	April 20-May 19	06/10/27	05/19/27
June	May 20-June 19	07/09/27	06/17/27

WHAT TO PUT FOR "TOTAL HOURS WORKED"

Do not put "full" or "half" day.

Deduct your lunch time before recording Total

Do not write as minutes or fractions.

Please round to the nearest 15 mins. (i.e. .25)

(Ex: you work 1pm to 2:15pm. You will write 1.25)

**TIMESHEET MUST BE SIGNED BY YOUR SUPERVISOR BEFORE IT IS
DELIVERED TO THE HR/PAYROLL OFFICE.**

Need help filling out your timesheet? Please call Ext. 8702, or
email cpeters@rbhsd.org.

Timesheets are due on the 19th of each month (by 4:00 p.m.)
for payment on the 10th of the following month unless
otherwise noted (see timesheet due dates above).

FOR HR/PAYROLL USE ONLY BELOW THIS LINE

Code	Hours/Days	Pay Rate	Total

Employee _____ Date _____

I hereby swear (or affirm) under oath that the information is correct.

Supervisor _____ Date _____