

RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT

2025/2026 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 _____