

Red Bluff Joint Union High School District
CLASSIFIED TIMESHEET 2026-27

Name: _____ Position: _____

Months _____ / _____

Total Regular Daily Hours: _____

DATE	Regular Hours Worked	Other (Extra or OT) Hours			Total	NOTES/REMARKS (describe the work that was completed / reason for extra duty)
		Leave	Extra Time	Overtime Hours		
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

FOR HR/PAYROLL USE ONLY BELOW THIS LINE

Code	Hours/Days	Pay Rate	Total

Please initial in the box if you would like to add this to your comp. time bank instead of receiving pay

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

CODE TABLE

CT	Comp Time: In lieu of OT for accrued CT
ET	Extra Time: After regular hours up to 8 daily or unpaid work calendar days
OT	Over 8 hours in one day or 40 hours in one week

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).

Employee _____ Date _____

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

Supervisor _____ Date _____