

SCHOOL YEAR: **2019-20**

RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT
Hourly Time Sheet for Classified Substitutes
Short-Term Employees and Student Workers
Paid On the 10th of the Month

Employee Name _____
Month: _____
Substituting For: _____

_____ Short-Term
_____ Student
_____ Substitute

Location: _____

Date	In	Out	In	Out	Hours Worked	Comments
26						
27						
28						
29						
30						
31						
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						
TOTAL						

I certify that this record includes only approved hours for the above-named employee and is a complete and proper basis for payment.

Signature of Employee: _____ Date _____ Signature of Supervisor: _____ Date _____

Budget Code: _____

_____ @ _____ = _____