

SCHOOL YEAR: **2021-2022**

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 _____ _____ Short-Term
 Month: _____ _____ Student
 Substituting For: _____ _____ 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						
TOTALS						

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

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

Budget Code: _____

_____ @ _____ = _____