

RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

CERTIFICATED EXTRA DUTY TIMESHEET

Timesheets are to be signed by your supervisor and turned into the front office on the last day of the month.

Month/Year: _____

Name: _____

Type of Work Performed: _____

Site/Dept: Bidwell Metteer Jackson Heights

Vista Seal District Office

Date	In	Out	Reason	Total Hours Worked
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

Date	In	Out	Reason	Total Hours Worked
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
TOTAL HOURS FOR THE MONTH				

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

For Office Use Only					
Add-On	Hours	Rate	Total		Account Code
Add-On	Hours	Rate	Total		Account Code
Total Paid: _____					EE ID # _____