PERSONNEL 03.121 AP.23

Certification of Time

All certified and exempt classified employees will utilize the District's electronic system to report attendance and/or paid leave days. All users will have their own log-in and password and shall enter their own attendance/absences within the electronic system unless entered by the Principal/Supervisor or designee. By logging-in and entering the paid leave absence, you are verifying you qualify for such paid leave as reasons stated in Board policy.

Non-exempt classified employees will utilize timesheets for attendance, but will record all absences within the District's electronic system. By logging-in and entering the paid leave absence, you are verifying you qualify for such paid leave as reasons stated in Board policy.

Certified and Emergency Certified Substitute Teachers will utilize the District's electronic system to record days worked. All users will have their own log-in and password and shall enter their own attendance within the electronic system unless entered by the Principal/Supervisor or designee.

Certification of Time

THIS FORM IS A MODEL TO BE CUSTOMIZED TO MEET THE NEEDS OF SPENCER COUNTY

| ach hourly employee shall complete and submit this form to the immediate supervisor for each pay |
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| EMPLO | EMPLOYEE'S NAME: | ME: | | | | PAY PERIOD REGINNING: | CINNING | POSITION/DEPARTMENT: | N/DEPAR | TMENT: | ENT:ENDING: | ING: | |
|---|-----------------------|---------------------|---------------------------------------|---|--|--|-----------|----------------------|---------|---------------------------------------|--|---------------------------------------|---|
| DATE | TIME | TIME | ACTUAL HOURS WORKED¹ Regular Overtime | HOURS KED ¹ Overtime ² | TOTAL HOURS | LEAVE TYPE/ AMOUNT USED ³ | DATE | TIME | TIME | ACTUAL HOURS WORKED¹ Regular Overtime | KED ¹ Overtime ² | TOTAL | LEAVE TYPE/ AMOUNT USED ³ |
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| ¹ Superv ² Overtir | isor will ne shall | direct e be auth | mployee ho orized in ac | w to calcı cordance | ¹ Supervisor will direct employee how to calculate in terms of br ² Overtime shall be authorized in accordance with policy 03.221. | ¹ Supervisor will direct employee how to calculate in terms of breaks, lunch period, etc. ² Overtime shall be authorized in accordance with policy 03.221. | h period, | etc. | TO | TOTAL HOURS FOR PAY PERIOD | HOURS FOR PAY PERIOD | | |
| I hereby | certify tl | at this t | ime sheet is | a correct. | statement of | I hereby certify that this time sheet is a correct statement of actual hours worked during this pay period. | ed during | this pay | period. | | E=e | ³ LEA E=emergency | 3LEAVE KEY ency P=personal |
| Signature of Employee | re of Em | ріоуее | | Ţ | Date | Signature of Supervisor | Superviso | Y | | Date | H=holi J=jury M=mili | H=holiday J=jury M=military/dis | H=holiday S=sick J=jury U=unpaid M=military/disaster V=vacation |
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Review/Revised:8/23/04