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03.221 AP.23

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- CLASSIFIED PERSONNEL -

PERSONNEL

<u>Request for PaymentCertification of Time</u>

All employees, except bus drivers and bus monitors, shall utilize the District's electronic system to clock in and out of their daily work shift. All users shall have their finger print scanned for clocking in and out.

Absences entered into the electronic system require the completion of the Leave Request Form and Affidavit procedure 03.123 AP.2.

To request payment for services, employees should complete the 03.121 AP.23 " Certification of Time."

Related Procedures:

03.121 AP.2303.123 AP.2; 03.223 AP.2

PERSONNEL

BC03.221 AP.23

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Bus Driver Certification of Time

BREATHITT COUNTY SCHOOLS 420 COURT STREET, P.O. BOX 750 JACKSON, KY 41339

MONTHLY TIME RECORD (to be completed and submitted to immediate supervisor who shall turn in file in the appropriate office)

NAME:

POSITION/BUS NUMBER:

MONTH/YEAR:

Please check all boxes that apply.

	REGULAR	ROUTE	FIELD TRIP					
DATE	AM REGULAR ROUTE	PM REGULAR ROUTE	<u>Check box if you</u> drove a field trip this <u>day.</u>	SICK	PERSONAL	JURY DUTY	HOLIDAY	cur
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	JRS WORKED	PROFESSIONAL DEVELOPMENT AND PLANNING EQUIVALENCY HOURS WORKED						
	DESCRIPTION OF WORK	HECK ONE	TOTAL HOURS	END TIME	BEGIN TIME	DATE		
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I hereby certify that the above is a correct statement of service rendered to the Breathitt County Board of Education. Any overtime or additional time must be prior approved and documented on the approval form as stated in Board Policy 03.221.

Employee Signature: _

I certify the above time sheet to be a true record of the time worked by named employee.

Supervisor/Designee's Signature:

TIMESHEETS MUST BE SUBMITTED TO THE FINANCE OFFICE BY THE 3RD OF EACH MONTH.

Page 2 of 3

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	BEGIN TIME	END	TIME	BEGIN TIME		END TIME	HOURS/MINUTES	
					OV D G DO	D THE MONTH		
				GRAND TOTAL	OURS FO			
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TIME SHEETS MUST BE RECEIVED BY THE STOP EACH MONTH IN THE PRESCHOOL COORDINATOR S OFFICE TIME SHEETS RECEIVED AFTER THE ST WILL BE PROCESSED THE MONTH FOLLOWING THE RECEIPT OF THE TIME SHEET

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