

PERSONNEL

DRAFT 8/13/19

03.221 AP.23

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- CLASSIFIED PERSONNEL -

**Request for Payment Certification of Time**

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.23~~ 03.123 AP.2; 03.223 AP.2



