

PERSONNEL

DRAFT 8/13/19

03.121 AP.23

Formatted: Centered

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.

RELATED PROCEDURE

03.123 AP.2

03.121 AP.23

(This form may need to be utilized when access to the electronic system is denied or in case of emergencies).

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

POSITION:

[illegible]

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.

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

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

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