

FACULTY		BOSSIER PARISH COMMUNITY COLLEGE					
ATTENDANCE AND LEAVE RECORD							
NAME OF EMPLOYEE		DEPARTMENT	DIVISION OR UNIT		DUTY STATION		
PAY PERIOD:		REGULAR WORK WEEK	ACCRUAL RATE	FORWARD FROM	ANNUAL	SICK	COMPENSATORY
FROM:	TO:	HOURS	HOURS	PREVIOUS YEARS			
TIME WORKED (HOURS)				TIME ABSENT (HOURS)			
DATE: Month _____	REGULAR	ANNUAL	SICK	COMP	LWOP	OTHER*	INITIALS
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31 (when applicable)							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
TOTAL							
BALANCE AT CLOSE OF PERIOD :							
EARNED DURING PERIOD :							
BALANCE TO BE BROUGHT FORWARD :							
*OTHER:							
J - CIVIL, EMERGENCY, AND SPECIAL LV.			CERTIFIED CORRECT;				
M - MILITARY LEAVE .			EMPLOYEE:				
T - EDUCATIONAL LEAVE			SUPERVISOR:				
<i>I certify that I have worked my normal employment schedule of at least 40 hours per week except as reflected by use of leave on the dates specified above.</i>							

FULLTIME FACULTY/EXTRA-SERVICE		BOSSIER PARISH COMMUNITY COLLEGE				
ATTENDANCE RECORD FOR CONTRACT						8/1/2000
NAME OF EMPLOYEE						
PAY PERIOD						
FROM:	TO:	HOURS				
TIME WORKED (HOURS)						
MONTH:	Course-Section	Course-Section	Course-Section	Course-Section	Course-Section	Course-Section
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31 (if applicable)						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
TOTAL						
I CERTIFY THAT I HAVE WORKED ON THE DATES SPECIFIED						
CERTIFIED CORRECT - EMPLOYEE						
SUPERVISOR:						

FACULTY		BOSSIER PARISH COMMUNITY COLLEGE		Dec-02	
EXTRA SERVICE ACADEMIC CONTRACT		(P.T.R.)			
ATTENDANCE RECORD FOR ACADEMIC CONTRACT					
NAME OF EMPLOYEE					
PAY PERIOD					
FROM:		TO:			
TIME WORKED (HOURS)					
MONTH:	Course-Section	Total Hours	Time In	Time Out	Description of Duties
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31 (if applicable)					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
TOTAL					
I CERTIFY THAT I HAVE WORKED ON THE DATES					SPECIFIED
CERTIFIED CORRECT - EMPLOYEE:			EMPLOYEE:		
			SUPERVISOR:		

SUMMER FACULTY		<i>BOSSIER PARISH COMMUNITY COLLEGE</i>					
ATTENDANCE RECORD FOR CONTRACT SUMMER SESSION					A	B	C
NAME OF EMPLOYEE		DEPARTMENT	ACCOUNT & OBJECT CODE				
PAY PERIOD							
FROM:	TO:	HOURS					
TIME WORKED (HOURS)							
DATE: Month _____	Course-Section	Course-Section	Course-Section	Course-Section	Course-Section	Course-Section	Course-Section
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31 (if applicable)							
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10							
11							
12							
13							
14							
TOTAL							
I CERTIFY THAT I HAVE WORKED ON THE DATES SPECIFIED							
		CERTIFIED CORRECT:					
		EMPLOYEE:					
		SUPERVISOR:					

FACULTY	BOSSIER PARISH COMMUNITY COLLEGE			Dec-02
EXTRA SERVICE (P.T.R.)				
ATTENDANCE RECORD FOR NON-ACADEMIC CONTRACT SUMMER SESSION				
NAME OF EMPLOYEE				A B C
PAY PERIOD				
FROM:		TO:		
TIME WORKED (HOURS)				
MONTH:	Total Hours	Time In	Time Out	Description of Duties
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31 (if applicable)				
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13				
14				
TOTAL				
I CERTIFY THAT I HAVE WORKED ON THE DATES SPECIFIED				
CERTIFIED CORRECT EMPLOYEE:				
		SUPERVISOR:		