



**12 MONTH EXTRA-SERVICE (POSITIVE TIME REPORTING)**

8/1/2000			<b>BOSSIER PARISH COMMUNITY COLLEGE</b>		
<b>ATTENDANCE RECORD FOR EXTRA SERVICE ACADEMIC CONTRACT</b>					
NAME OF EMPLOYEE		DEPARTMENT			
PAYPERIOD					
FROM:		TO:			
<b>TIME WORKED ( HOURS)</b>					
	Course-Section	Time In	Time Out	Description of Duties	
SUNDAY					
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
<b>TOTAL</b>					
<b>I CERTIFY THAT I HAVE WORKED ON THE DATES SPECIFIED</b>					
			CERTIFIED CORRECT:		
			EMPLOYEE:		
			SUPERVISOR		

Full Time Staff

BOSSIER PARISH COMMUNITY COLLEGE

EXTRA SERVICE Non Academic

**ATTENDANCE RECORD FOR NON-ACADEMIC CONTRACT**

NAME OF EMPLOYEE							

PAY PERIOD:	REGULAR WORK WEEK						

**TIME WORKED ( HOURS)**

DAYS OF THE WEEK	Total Hours	Time In	Time Out	Description of Duties
SUNDAY				
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
TOTAL				

CERTIFIED CORRECT:  
 EMPLOYEE:  
 SUPERVISOR:

*I certify that I have worked on the dates specified.*


FULL TIME STAFF

BOSSIER PARISH COMMUNITY COLLEGE

EXTRA SERVICE (POSITIVE TIME REPORTING)

ATTENDANCE RECORD FOR NON-ACADEMIC CONTRACT

NAME OF EMPLOYEE							

PAY PERIOD:	REGULAR WORK WEEK						

TIME WORKED ( HOURS)

DAYS OF THE WEEK	Total Hours	Time In	Time Out	Description of Duties
SUNDAY				
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
TOTAL				

CERTIFIED CORRECT:

EMPLOYEE:

SUPERVISOR:

*I certify that I have worked on the dates specified.*
