

12 MONTH EXTRA-SERVICE (POSITIVE TIME REPORTING)

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

Full Time Staff

BOSSIER PARISH COMMUNITY COLLEGE

EXTRA SERVICE Non Academic

ATTENDANCE RECORD FOR NON-ACADEMIC CONTRACT

NAME OF EMPLOYEE							
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PAY PERIOD:	REGULAR WORK WEEK						
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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.

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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.

