

a) Scheduled Days per Year		Total days worked before this pay		Days Worked this Pay		b) Grand total of worked days
*Remaining work days is the scheduled days minus total days worked before this pay and minus days worked this pay. *Remaining Work Days						(a-b=c)

OHIO VALLEY EDUCATIONAL SERVICE CENTER WORK VERIFICATION FORM FOR SALARY EMPLOYEES

Employee Name: _____

Position _____ Work Location _____

Pay Period: _____, 20____ thru _____, 20____

	Mon	Tue	Wed	Thu	Fri
Date:					
	AM / PM	AM / PM	AM / PM	AM / PM	AM / PM

	Mon	Tue	Wed	Thu	Fri
Date:					
	AM / PM	AM / PM	AM / PM	AM / PM	AM / PM

	Mon	Tue	Wed	Thu	Fri
Date:					
	AM / PM	AM / PM	AM / PM	AM / PM	AM / PM

I certify this is a true and accurate record of time worked and I fully understand that falsification of this form is reason for dismissal.

Employee's Signature _____ Date _____ Supervisor's Signature _____ Date _____

Please mark all days worked with a "W" or indicate the hours worked per day. For any days not worked, please mark with appropriate codes as listed below. All leave is in half or whole day increments.

Do not exceed your contracted number of hours per day unless instructed/approved by your supervisor. If this occurs, you must complete a timesheet for the additional approved time worked so that you may be compensated.

LEAVE CODES

- | | |
|--|--|
| <p>A = ACCIDENT ON DUTY (must complete accident report)</p> <p>C = CALAMITY DAY (include in work day count)</p> <p>D = DOCKED (leave without pay - needs prior approval by Supt.)</p> <p>SAD = STUDENT ABSENCE DOCKED DAY (leave without pay)</p> <p>H = HOLIDAY (Classified/SERS Staff Only)</p> <p>PL = PERSONAL LEAVE</p> | <p>J = JURY DUTY (any compensation must be signed over to ESC)</p> <p>PR = PROFESSIONAL (Professional Leave form needs submitted)</p> <p>S = SICK (include doctor's excuse if 5 consecutive days or more)</p> <p>U = UNSCHEDULED WORK DAY</p> <p>V = VACATION</p> <p>M = MAKE UP DAY (do not include in count)</p> |
|--|--|

All docked, jury duty, and professional leave must have prior approval and in addition to Sick, Personal and Vacation Leave must be entered into Kiosk for approval.

Please submit to your supervisor prior to the Payroll Schedule due date so that they may review and submit to payroll by the due date.