

**Personnel Cabinet
Employee Acknowledgement Form
Accurate Time Reporting**

I hereby certify that I have completed the Accurate Time Reporting course:

I understand this form will be maintained in my personnel file.

Employee's Soc Sec/PERNR#: _____

Employee's Printed Name: _____

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Cabinet: _____ Department: _____