

Name of Employee			Social Security No (Last 4)			Org No	Project No		Month & Year	
Date	Time		* Hours Worked	Allowed Travel Time	Sick Leave	Annual Leave	Holiday Leave	Total Hours	REMARKS	EMPLOYEE SIGNATURE
	IN	OUT								
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
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20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										
31										
TOTAL THIS MONTH										

* Excluding lunch period unless noted otherwise in Remarks Column

CARRIED FORWARD		
EARNED THIS MONTH		
SUB-TOTAL		
LESS TIME TAKEN		
TOTAL		

I certify that this is a true and complete record for work performed during the above month for the WVDOH.

EMPLOYEE SIGNATURE

WORK AUTHORIZED BY:

SUPERVISOR'S SIGNATURE

INSTRUCTIONS ON PREPARATION OF SC-477, DAILY WORK RECORD

- 1) Name of Employee - Enter First Name, Middle Initial, Last Name
- 2) Social Security No. - Enter Last Four Digits of Employee's Social Security Number
- 3) Organization Number - Enter Code Number of Organization to which Employee is assigned
- 4) Project Number - Enter the exact number of the Project on which the Employee worked of the title for which charges are applicable
- 5) Month & Year - The current Month and Year will be entered here
- 6) Date - This column represents the days in the Month
- 7) Time In - Enter herein each day the actual time the Employee began work on the Project
- 8) Time Out - Enter herein each day the actual time the Employee completed work on the Project
- 9) Hours Worked - Enter herein each day the number of hours the Employee provides personal services as determined by the period between Time In and Time Out excluding the designated lunch period.
* The hours worked should exclude the designated lunch period unless noted otherwise in the REMARKS column.
- 10) Allowed Travel Time - Enter herein each day the number of hours of Travel Time for which the Employee is eligible as designated by the Organizational Approving Authority. Such eligibility for travel time must be documented in writing by the approving Authority prior to payment
- 11) Sick, Annual and Holiday Leave - Enter in the respective columns the amount of leave time taken
- 12) Total Hours - Enter herein each day the sum of the hours for all time shown for each day
- 13) Employee Signature (Daily) - Employee must sign Daily Work Record each day. Initials are not acceptable - must be Employee's full signature
- 14) Total This Month - Enter the sum of the hours shown in each column for the month
- 15) Carried Forward - Enter in the respective columns the employee's total sick leave and annual leave at the end of the previous month
- 16) Earned This Month - Enter in the respective columns the number of hours of sick and annual leave which the Employee earned for the month
- 17) Subtotal - Sum of (15) and (16) above in the respective columns for sick and annual leave
- 18) Less Time Taken - Enter in the respective columns the total hours of sick and annual leave as determined in (14) above
- 19) Total - (17) less (18)
- 20) Employee Signature - The Employee must write his or her name in this space
- 21) Work Authorized by Supervisor's Signature - The Supervisor must write his or her name in this space (This certifies the validity of all time reported)