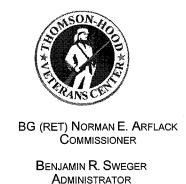


MATTHEW G. BEVIN
GOVERNOR

DEPARTMENT OF VETERANS AFFAIRS OFFICE OF KENTUCKY VETERAN CENTERS THOMSON-HOOD VETERANS CENTER

100 VETERANS DRIVE
WILMORE, KENTUCKY 40390
(859) 858-2814
www.thvc.ky.gov



Agency Badge Protocols

- 1. All Agency employees must clock in/out on 2nd floor time clocks
- 2. Badge picture should face wall
- 3. Pull badge through timeclock slot
- 4. Should see name and time

*If unable to clock in/out, contact House Charge to record time for payment purposes. This should be done before you leave.

*If you miss a punch, you <u>must</u> fill out a missed punch form and turn it in to House Charge. You must do this <u>as soon as possible</u>, preferably that day.

*If there is a problem with your badge, contact John Ostroske at extension #370 so it can be resolved as soon as possible.

*Remember !!! If you don't clock in/out, your it is difficult to know how to pay you !!!

*Badges are to be worn while in our facility and cost \$5 to replace. You will be given a badge for free during your orientation.

Employee Signature:	Date:
(Employee should keep a copy of this notice for future reference)	

