



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



BG (RET) NORMAN E. ARFLACK  
COMMISSIONER

BENJAMIN R. SWEGER  
ADMINISTRATOR

**Agency Badge Protocols**

1. All Agency employees must clock in/out on 2<sup>nd</sup> 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 must fill out a missed punch form and turn it in to House Charge.** You must do this as soon as possible, 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)*

