

K Juvenile Justice Authority **Kansas**



INTERNAL MANAGEMENT POLICY & PROCEDURE	SECTION NUMBER 02-134	PAGE NUMBER 1 of 1
	CHAPTER & SUBJECT: HUMAN RESOURCES: Employee Timekeeping System	
Approved By:  Teresa Williams, Acting Commissioner		Original Date Issued: 02/21/10
		Current Amendment Effective: 04/11/13
		Replaces Amendment Issued: 10/19/12

NOTICE TO RESCIND

This IMPP was originally issued February 21, 2010 due to the implementation of the TimeClock Plus timekeeping system. Due to the State of Kansas implementing the Time and Labor system statewide effective February 13, 2013, the Juvenile Justice Authority (JJA) no longer needs to maintain a separate timekeeping system. Effective March 3, 2013 JJA shall discontinue the use of the TimeClock Plus timekeeping system. With the TimeClock Plus timekeeping system being discontinued, this policy is no longer necessary and will be rescinded effective March 3, 2013.



EMPLOYEE STATEMENT OF RECEIPT AND ACKNOWLEDGMENT OF IMPP OR FACILITY ORDER

SUBJECT:

IMPP NUMBER:

KJCC FACILITY ORDER NUMBER:

LJCF FACILITY ORDER NUMBER:

TITLE:

EFFECTIVE DATE:

I have received one (1) electronic copy of the IMPP or Facility Order as titled above. I acknowledge that I have read and have had the opportunity to ask questions about the policy or Facility Order. I further acknowledge that I understand and agree to comply with the policy or Facility Order.

NAME (Please Print)

SIGNATURE

DATE