


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES**

Subject: Activity Record/Time Record Card/ Daily Sign In/Out Register (MDHS- PER-224)	Policy Number: 18
Number of Pages: 1	Section:
Attachments: 1. Activity Record 2. Time Record Card 3. Daily Sign-In/Out Register (MDHS-PER-224)	Related Standards & References: AP-6
Effective Date: 10-1-11	Approved:  Kathy Pittman, Director

I. POLICY

It is a policy of the Mississippi Department of Human Services, Division of Youth Services that each Community Services Division (CSD) Youth Services Counselor will maintain a record outlining daily activities and working hours. Each CSD Youth Services Counselor will submit a monthly Activity Record (see page 2) to the appropriate Regional Director by the 3rd of the month following the month the activities occur.

It is a policy of the Mississippi Department of Human Services, Division of Youth Services that each CSD employee document and complete a time card which accurately reflects all hours worked and all leave taken. Time cards should be submitted to the Regional Director by the required deadline.

It is a policy of the Mississippi Department of Human Services, Division of Youth Services that each CSD employee submits a Sign-In/Sign-Out Sheet (see page 4) by the 3rd day of the month to the Regional Director following the reporting period.

II. DEFINITIONS

None

III. PROCEDURE