MISSISSIPPI
Form MDHS –PER-224
Revised 01-01-93

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DAILY SIGN-IN / OUT REGISTER

DIVISION / OFFICE / UNIT	SUPERVISOR	DATE	CERTIFIED BY AND DATE

1. Sign in by order of arrival. USE PEN.
2. Sign out by order of departure.
3. Sign out and in for lunch.
4. Sign out and in when leaving the worksite building for any absence.
5. Indicate the length of time away from the worksite building upon return.
6. Indicate the reason and designation (be specific) when away from the worksite building, i.e., break, personal leave, meeting, making delivery and phone number (if applicable).

EMPLOYEE'S SIGNATURE	ARRIVAL TIME	DEPARTURE TIME	LUNCH		TIME OUT/TIME IN			
			TIME IN	TIME OUT	FROM	TO	LENGTH OF TIME	REASON/DESTINATION