

PAY STUB VERIFICATION

I, _____, understand that I am required to bring in my pay check stub or pay check each time I get paid. The pay stub must be submitted on the day that I am paid and will show the total number of hours worked, the period of time the check covers and the amount per hour that I am paid. If I am bringing in the pay check, I must have some other form to accompany it showing the total hours worked, hourly pay rate and period of time the check covers.

I understand that this information will be used to verify the number of hours I am working and away from the jail. Any differences between the number of hours worked and the number of hours paid for, less travel time, must be adequately explained. If the difference cannot be adequately explained, disciplinary action may be taken against me and my hours allowed out of jail will be reduced to match the actual hours worked in a week.

I understand that if I fail to bring in either the pay stub or paycheck with the required information (copies will be accepted), I will not be allowed out for work until I have complied with the above requirements.

Date: _____

Inmate's printed name: _____

Inmate's signature: _____

Jailer's printed name: _____

Jailer's signature: _____