

# Whitman County

## Hours Certification

**Pay Period:**

**Name (print):**

**Position:**

**Department:**

Directions: Elected officials and employees exempt from overtime under the Fair Labor Standards Act (FLSA) must complete an Hours Certification form each pay period along with his/her pre-list. In doing so, the individual certifies that he/she worked enough hours in a specific pay period to earn health insurance, retirement, and, if applicable, accrued leave.

Elected officials complete the "Elected Official Statement" and exempt employees complete the "Exempt Employee Statement." Once completed the department keeps a copy of the signed statement and sends the original, with pre-lists, to the Auditor's Office.

Elected Official Statement:

I am an elected official of Whitman County and have worked:

at least 45 hours this pay period; OR

less than 45 hours this pay period; I worked \_\_\_\_\_ hours (# hours worked in the pay period).

Exempt Employee Statement:

I am an employee of Whitman County and exempt from overtime under the FLSA. In the current pay period I worked:

at least 45 hours this pay period; OR

less than 45 hours this pay period; I worked \_\_\_\_\_ hours (# hours worked in the pay period).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_