

100 % Certification Document

LEA Winston County

School _____
(if applicable)

Please indicate the current employment quarter for _____
(school year)

Documented by checking the appropriate box below:

- Quarter 1. August thru October
- Quarter 2. November thru January
- Quarter 3. February thru April
- Quarter 4. May thru July

_____ spends 100% of my time as a _____
Employee (please print) (position)

Salary funding sources and percentages:

-
-
-

Employee's Signature

Date

Supervisor's Signature

Date

Due on the 31st at the end of Each quarter to Payroll Clerk (October 31, January 31, April 31, July 31)