

WV Division of Corrections and Rehabilitation

**SECURITY POST Form**

complete for Non-Uniformed Staff working a Security Post

please email form to [DASHR@wv.gov](mailto:DASHR@wv.gov) by Monday of payroll week

Employee Name: \_\_\_\_\_

Department/Facility: \_\_\_\_\_

		DAY	DATE	Time working on security post (ex: 1pm - 4pm)	TOTAL HOURS on security post
PAY PERIOD	WEEK 1	Saturday			
		Sunday			
		Monday			
		Tuesday			
		Wednesday			
		Thursday			
		Friday			
	WEEK 2	Saturday			
		Sunday			
		Monday			
		Tuesday			
		Wednesday			
		Thursday			
		Friday			

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

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