



## CERTIFICATE OF SERVICE FOR MONTHLY EMPLOYEES

Texas AgriLife Extension Service

Name (print): \_\_\_\_\_ UIN: \_\_\_\_\_

Reporting Period: From \_\_\_\_\_ to \_\_\_\_\_

Under the penalties of perjury, I certify that I rendered service during the reporting period indicated, entitling me to salary compensation. Further, I certify that the report of leave used is true and correct.

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

LEAVE TYPE (Check type leave used)										** FROM **		** THROUGH **		TOTAL HOURS
										DATE	TIME	DATE	TIME	
VACATION	SICK	EMERGENCY	MILITARY	JURY SVC.	HOLIDAY	OTHER			LWOP UNPAID					
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														

**INSTRUCTIONS FOR MONTHLY CERTIFICATE OF SERVICE:**

- Monthly certificate of service is required by Texas AgriLife Extension Service at College Station, TX, from every employee receiving monthly compensation for State and federal funds.
- One copy of this certificate must be sent to Texas AgriLife Extension Service, Attn: Payroll, 2147 TAMU, College Station, TX, 77843-2147, so it will arrive by the 10<sup>th</sup> day of the month following the close of the month for which this certificate covers.
- Care should be taken to ensure that proper information is shown in blank spaces provided.
- The signature of the person rendering the certificate must be affixed. No other persons may be authorized to sign the employee's name.
- All days, dates, and other figures should be inclusive.