

The LDH Secretary shall complete and sign the following “Payroll Certification” at the end of each pay period.

<p style="text-align: center;">LOUISIANA DEPARTMENT OF HEALTH</p> <p style="text-align: center;">OFFICE OF THE SECRETARY</p> <p style="text-align: center;">LDH Secretary PAYROLL CERTIFICATION</p> <p>I HEREBY CERTIFY that I have worked the number of hours required by my appointment during this payroll period, or have taken the appropriate leave for hours for which I was unavailable.</p> <p>PAY PERIOD: _____</p> <p>FROM: _____ TO: _____</p> <p>APPOINTEE SIGNATURE _____</p> <p>PRINTED NAME _____</p> <p>PERSONNEL # _____</p>
--

It is the time administrator’s responsibility to retain a copy of the completed and signed “Unclassified Appointee Payroll Certification” statement in the payroll files for each applicable pay period.