



## **EMPLOYEE ACKNOWLEDGEMENT TIME ENTRY AND LEAVE REQUEST ELECTRONIC SUBMISSION**

By means of electronic acknowledgement, I certify that I will use the Employee Self Service portal to accurately report my hours worked and/or to submit leave requests, when applicable, during my employment with the Town of Marana.

I understand that I shall maintain the secrecy of passwords and identification number and will not share my login as stated in Section 5-4-4 of the Town of Marana's Personnel Policy and Procedures.

I understand that falsification of hours worked or leave requests is grounds for disciplinary action, up to and including termination.