

LEGEND:
 ■ = Last day of Month
 H = Holiday
 A = Annual Leave
 M = Military Leave
 S = Sick Leave
 R = Restored Leave
 W = Absent Without Leave
 E = Excused
 D = Award Leave
 CE = Compensation Time Earned
 CU = Compensation Time Used
 OT = Overtime
 C = Continuation of Pay for Traumatic

SUGGESTED CODES:
 W = Absent Without Leave
 E = Excused
 D = Award Leave
 CE = Compensation Time Earned
 CU = Compensation Time Used
 OT = Overtime
 C = Continuation of Pay for Traumatic

EMPLOYEE	ADDRESS (Street, City, State, and ZIP Code)	LAST NAME, FIRST NAME, MIDDLE INITIAL	ANNUAL LEAVE		SICK LEAVE		CARRYOVER		CARRYOVER		CARRYOVER		TOUR OF DUTY
			LEAVE HOURS WORKED		LEAVE HOURS WORKED		LEAVE HOURS WORKED		LEAVE HOURS WORKED		LEAVE HOURS WORKED		
			BALANCE OF HOURS WORKED	USED TO DATE	BALANCE OF HOURS WORKED	USED TO DATE	BALANCE OF HOURS WORKED	USED TO DATE	BALANCE OF HOURS WORKED	USED TO DATE	BALANCE OF HOURS WORKED	USED TO DATE	
2	1/7 - 1/20												
3	1/21 - 2/3												
4	2/4 - 2/17												
5	2/18 - 3/3												
6	3/4 - 3/17												
7	3/18 - 3/31												
8	4/1 - 4/14												
9	4/15 - 4/28												
10	4/29 - 5/12												
11	5/13 - 5/26												
12	5/27 - 6/9												
13	6/10 - 6/23												
14	6/24 - 7/7												
15	7/8 - 7/21												
16	7/22 - 8/4												
17	8/5 - 8/18												
18	8/19 - 9/1												
19	9/2 - 9/15												
20	9/16 - 9/29												
21	9/30 - 10/13												
22	10/14 - 10/27												
23	10/28 - 11/10												
24	11/11 - 11/24												
25	11/25 - 12/8												
26	12/9 - 12/22												
1	12/23 - 1/5												

This suggested form is for timekeepers to use in recording daily and bi-weekly pay and leave activity. The form is a record of what SHOULD BE recorded into the official payroll system. The bi-weekly pay and leave statements, the Superior's Time and Attendance Report, and the Premium Pay Report as well as other management reports reflect what IS in the official payroll system. Those reports should agree with the data on this form. The untitled columns on this form may be used to maintain usage and balances for any leave and premium pay categories that may apply for an individual employee. Examples: Leave categories - Shared (Donated), Restored, Award, Family Friendly (Sick or Medical), Military, Compensatory Leave, and Credit Hours. Premium Pay hours include Environmental Differential Pay, Sunday Premium, Night Differential, as well as Overtime, and can be included.

PAY PERIOD		OTHER TYPES OF LEAVE CATEGORIES																					
CODE	DATES																						
2	1/7 - 1/20																						
3	1/21 - 2/3																						
4	2/4 - 2/17																						
5	2/18 - 3/3																						
6	3/4 - 3/17																						
7	3/18 - 3/31																						
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