

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

EMPLOYEE CODE	PAY PERIOD DATES	PER LEAVE YEAR							ANNUAL LEAVE			SICK LEAVE			TOUR OF DUTY			
		ANNUAL LEAVE		SICK LEAVE		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	CARRY-OVER		OPENING BALANCE	CARRY-OVER	OPENING BALANCE
		PER LEAVE YEAR ANNUAL	PER LEAVE YEAR SICK	PER LEAVE YEAR ANNUAL	PER LEAVE YEAR SICK													
2	1/7 - 1/20						H											
3	1/21 - 2/3																	
4	2/4 - 2/17																	
5	2/18 - 3/3						H											
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						H											
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																	

ADDRESS (Street, City, State and ZIP Code) \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

BLOCK NUMBER \_\_\_\_\_

SERVICE COMPUTATION DATE \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

LEAVE CATEGORY CODE ENTERED ON OR TRANSMITTAL DATE \_\_\_\_\_

LAST NAME, FIRST NAME, MIDDLE INITIAL \_\_\_\_\_

EMPLOYEE \_\_\_\_\_

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 Supervisor'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.

**OTHER TYPES OF LEAVE CATEGORIES**

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												
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24	11/11 - 11/24												
25	11/25 - 12/8												
26	12/9 - 12/22												
1	12/23 - 1/5												