

INDIVIDUAL TIME CERTIFICATION SHEET											
EMPLOYEE NAME (PRINT): _____						PAY PERIOD ENDING DATE: / /					
CREDIT HOURS BROUGHT FORWARD	TIME IN	TIME OUT	PAID HOLIDAY & HOURS WORKED	PREMIUM PAY WORKED			LEAVE USED			TIME ABSENT	
				OVER-TIME	HOLIDAY	COMP TIME	A	S	OTHER	FROM	TO
SUNDAY											
MONDAY											
TUESDAY											
WEDNESDAY											
THURSDAY											
FRIDAY											
SATURDAY											
SUNDAY											
MONDAY											
TUESDAY											
WEDNESDAY											
THURSDAY											
FRIDAY											
SATURDAY											
	SUB TOTALS										

*TOTAL HOURS IN REGULAR PAY STATUS: PAID HOLIDAYS & HOURS WORKED + PAID LEAVE	
CREDIT HOURS BALANCE FORWARD (HOURS IN REGULAR PAY STATUS - 80)	

**DAYS WORKED	
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*Must equal 80 for full-time employees if no LWOP or AWOL.
OR must equal predetermined bi-weekly tour for part-time employees if no LWOP or AWOL.
**To be completed by experts and/or consultants being compensated on per diem basis.

I CERTIFY THAT THIS IS AN ACCURATE ACCOUNTING OF MY TIME AND ATTENDANCE FOR THIS PAY PERIOD

EMPLOYEE'S SIGNATURE: _____ DATE _____

SUPERVISOR'S SIGNATURE: _____ DATE _____ Privacy Act System

INDIVIDUAL TIME CERTIFICATION SHEET
INSTRUCTIONS

1. Print name, pay period ending date, and enter credit hour balance forward from previous pay period under the heading "HOURS WORKED."
2. HOURS WORKED: Record daily the actual number of hours at work and in regular pay status. Time must be worked and recorded in whole hours and full 15 minute increments (no rounding will be authorized) and entered on time sheet by using the appropriate fractions: 1/4, 1/2 and 3/4.

NOTE: It is important to realize that the number of hours can be more or less than eight (8) hours. Under Maxiflex there is no daily requirement; only a biweekly requirement of 80 hours (full-time employees). THIS COLUMN SHOULD NOT REFLECT HOURS IN PREMIUM PAY STATUS.

3. TOTAL: At the end of the biweekly pay period, add up the number of regular hours actually worked plus the credit hour balance brought forward and record this total at the bottom. For full-time employees, if the total is less than 80 hours, one or both of the following entries must be made under the heading "LEAVE":
 - o A sufficient number of hours in leave status (annual, sick, etc.) to bring the total to at least 80 hours.
 - o A sufficient number of hours in LWOP status to bring the total to 80 hours (NOTE: This is the only instance where the total entered on the T&A Card is less than --ours).

If the total is more than 80 hours, the excess over 80 hours is carried into the next pay period as credit hours (not to exceed ten credit hours).

4. ABSENT: This column must be used for absences during the workday in instances where an employee returns to work following the absence. Examples include taking an hour of sick leave (10:30 a.m. - 11:30 a.m.) to visit the dentist, personal business, and lunch periods that exceed that established by the workplace. If the absence comes at the beginning or end of a workday, it is not necessary to make any such entry.
5. SIGNATURE: Sign and date the form, have your supervisor sign and date it and submit to timekeeper. Timekeeper retains this form for 6 years. Should the employee transfer, resign or terminate, this form will be retained by the work unit.
6. This form may Be requested from M/AS/G.