

AD-2002 (05-00) U.S. DEPARTMENT OF AGRICULTURE TIME AND ATTENDANCE RECORD				EMPLOYEE NAME				CONTACT POINT										
PAY PERIOD		FROM (MM/DD/YY)		TO (MM/DD/YY)		OFFICE/DIVISION/BRANCH				YEAR								
		FIRST WEEK						SECOND WEEK						PAY PERIOD TOTAL				
TIME		SUN	MON	TUE	WED	THUR	FRI	SAT	1st WEEK HOURS	SUN	MON	TUE	WED		THUR	FRI	SAT	2nd WEEK HOURS
IN-Begin Tour																		
LUNCH																		
OUT-End Tour																		
Leave Used-																		
Annual 61																		
Sick 62																		
From																		
To																		
Additional Hours Used-																		
Credit 50																		
COMP 64																		
Other																		
From																		
To																		
Overtime-Hours Worked																		
From																		
To																		
Credit Hours Worked																		
29																		
From																		
To																		
COMP Time Worked																		
32																		
From																		
To																		
Total Hours																		
LEAVE RECORD (Optional)										TRANSACTION CODES (Also see PC-TARE Procedures Handbook)								
BROUGHT FORWARD		ACCRUED		AVAILABLE		USED		ENDING BALANCE		1 Regular Hours Worked		62/62 FFLA						
Annual 61										29 Credit Hours Earned		62 Sick Leave Used						
Sick 62										32 Compensatory Time Worked		64 Compensatory Time Used						
COMP 64										50 Credit Hours Used		65 Military Leave Used						
LWOP 71										60 Compensatory Time Used (Religious Observance)		66 Holiday, Administrative Leave, Jury Time-Off Award						
CH 50										61 Annual Leave Used		71 Leave Without Pay						
<i>I certify that all time recorded this period is correct according to law and regulations.</i> NOTE: If an employee is found guilty of submission of or causing or allowing the submission of falsely stated payroll documents or their supporting documents, the penalty may result in disciplinary action up to and including removal.																		
EMPLOYEE INITIALS:			DATE:		SUPERVISOR INITIALS:			DATE:		TIMEKEEPER INITIALS:				DATE:				
REMARKS:																		