Guide to Complete Time Sheets

Enter date of work week

TIME AND ATTENDANCE RECORD

FY PAY #: _____
PAY PERIOD END DATE: _____

Adjustment
(if adjustment, pay period date ___)

NAME: _____ PER #: _____

Start and end of work day

Lunch

Additional unpaid break

Saturday

Friday

Date	Start	End	Start	End	Start	End	Reg Hrs	OT 1.0	OT 1.5	OT 2.0	Shift Diff. 1.0	Shift Diff. 1.5	Shift Diff 2.0	OT (.25 Standby	OT (Call)		OT 0.5		OT Other	PAID LEAVES A	S	SF	SB	P	CL	H	UNPAID LEAVES AO	SO	Other
7/4																													
7/5																													
7/6																													
7/7																													
7/8																													
7/9																													
7/10																													
7/11																													
7/12																													
7/13																													
7/14																													
7/15																													
7/16																													
7/17																													
	Time and Attendance Input Codes						Wage Only 120	210	215	220	260 280	262 282	264 284	255	235*	240*	200*	205*		300	310	312	314	320	330	350	510	500	
	TOTALS						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Purpose of schedule change

NOTES AND COMMENTS:

CONTROL TOTAL

0.00

Employee Signature Date

Supervisor Signature Date

Timekeeper Signature Date