

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

**SUGGESTED CODES: *CUI when filled in***

TOUR OF DUTY

LEAVE EARNED	LEAVE CATEGORY	PER PAY PERIOD		PER LEAVE YEAR		ANNUAL LEAVE		SICK LEAVE	
		ANNUAL	SICK	ANNUAL	SICK	CARRY-OVER		CARRY-OVER	
		4	4	104	104				
6	6*	4	160	104					
8	8	4	208	104					

\*10 hours pay period ending 12/30.

CODE	PAY PERIOD DATES	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	THIS PAY PERIOD		USED TO DATE	BALANCE	THIS PAY PERIOD		USED TO DATE	BALANCE
		EARNED	USED	EARNED	USED																		
2	1/1 - 1/14		H																				
3	1/15 - 1/28		H																				
4	1/29 - 2/11			■																			
5	2/12 - 2/25								H														
6	2/26 - 3/11			■																			
7	3/12 - 3/25																						
8	3/26 - 4/8						■																
9	4/9 - 4/22																						
10	4/23 - 5/6								■														
11	5/7 - 5/20																						
12	5/21 - 6/3								H		■												
13	6/4 - 6/17																						
14	6/18 - 7/1		H											■									
15	7/2 - 7/15			H																			
16	7/16 - 7/29																						
17	7/30 - 8/12		■																				
18	8/13 - 8/26																						
19	8/27 - 9/9						■		H														
20	9/10 - 9/23																						
21	9/24 - 10/7							■															
22	10/8 - 10/21		H																				
23	10/22 - 11/4																						
24	11/5 - 11/18						H																
25	11/19 - 12/2					H								■									
26	12/3 - 12/16																						
1	12/17 - 12/30								H														
2	12/31 - 1/13	■	H																				

<b>EMPLOYEE</b>	ADDRESS (Street, City, State, and ZIP Code)	LEAVE CATEGORY CODE	BLOCK NUMBER	SERVICE COMPUTATION DATE	The untitled columns above and on the back provide space to record other leave or premium pay categories that may apply.
	LAST NAME, FIRST NAME, MIDDLE INITIAL	TELEPHONE NUMBER	ENTERED ON OR TRANSMITTAL DATE		

**CUI when filled in**

This optional 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 Earnings and Leave Statement, 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.

PAY PERIOD		OTHER TYPES OF LEAVE CATEGORIES															
CODE	DATES																
2	1/1 - 1/14																
3	1/15 - 1/28																
4	1/29 - 2/11																
5	2/12 - 2/25																
6	2/26 - 3/11																
7	3/12 - 3/25																
8	3/26 - 4/8																
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10	4/23 - 5/6																
11	5/7 - 5/20																
12	5/21 - 6/3																
13	6/4 - 6/17																
14	6/18 - 7/1																
15	7/2 - 7/15																
16	7/16 - 7/29																
17	7/30 - 8/12																
18	8/13 - 8/26																
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24	11/5 - 11/18																
25	11/19 - 12/2																
26	12/3 - 12/16																
1	12/17 - 12/30																
2	12/31 - 1/13																