

LEGEND: ■ = Last day of Month A = Annual Leave S = Sick Leave H = Holiday
 H = Holiday M = Military Leave R = Restored Leave

SUGGESTED CODES: E = Excused W = Absent Without Leave CE = Compensation Time Earned OT = Overtime
 D = Award Leave L = Leave Without Pay CU = Compensation Time Used C = Continuation of Pay for Traumatic

TOUR OF DUTY

LEAVE EARNED	LEAVE CATEGORY	PER PAY PERIOD		PER LEAVE YEAR		*10 hours pay period ending 12/21.	ANNUAL LEAVE				SICK LEAVE							
		ANNUAL	SICK	ANNUAL	SICK		CARRY-OVER		CARRY-OVER									
		4	4	104	104		OPENING BALANCE	BALANCE	OPENING BALANCE	BALANCE								
6	6*	4	104	160	104													
8	8	4	104	208	104													

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	1/6 - 1/19																						
3	1/20 - 2/2		H										■										
4	2/3 - 2/16																						
5	2/17 - 3/2		H										■										
6	3/3 - 3/16																						
7	3/17 - 3/30																						
8	3/31 - 4/13	■																					
9	4/14 - 4/27																						
10	4/28 - 5/11			■																			
11	5/12 - 5/25																						
12	5/26 - 6/8		H				■																
13	6/9 - 6/22																						
14	6/23 - 7/6							■					H										
15	7/7 - 7/20																						
16	7/21 - 8/3												■										
17	8/4 - 8/17																						
18	8/18 - 8/31																			■			
19	9/1 - 9/14		H																				
20	9/15 - 9/28																						
21	9/29 - 10/12		■																				
22	10/13 - 10/26		H																				
23	10/27 - 11/9																						
24	11/10 - 11/23		H					■															
25	11/24 - 12/7					H																	
26	12/8 - 12/21								■														
1	12/22 - 1/4				H								■	H									

EMPLOYEE	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		

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	1/6 - 1/19																	
3	1/20 - 2/2																	
4	2/3 - 2/16																	
5	2/17 - 3/2																	
6	3/3 - 3/16																	
7	3/17 - 3/30																	
8	3/31 - 4/13																	
9	4/14 - 4/27																	
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16	7/21 - 8/3																	
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21	9/29 - 10/12																	
22	10/13 - 10/26																	
23	10/27 - 11/9																	
24	11/10 - 11/23																	
25	11/24 - 12/7																	
26	12/8 - 12/21																	
1	12/22 - 1/4																	