LEGEND:

■ = Last day of Month
H = Holiday

SUGGESTED CODES:

A = Annual Leave
M = Military Leave
S = Sick Leave
R = Restored Leave
E = Excused
D = Award Leave
W = Absent Without Leave
L = Leave Without Pay
CE = Compensation Time Earned
CU = Compensation Time Used
OT = Overtime
C = Continuation of Pay for Traumatic

TOUR OF DUTY

LEAVE EARNED:

LEAVE CATEGORY	ANNUAL	SICK
4	1 Hour per 20 worked	1 Hour is earned for each 20 worked, regardless of category.
6	1 Hour per 13 worked	
8	1 Hour per 10 worked	

PER PAY PERIOD

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

EMPLOYEE

ADDRESS *(Street, City, State, and ZIP Code)*	LEAVE CATEGORY CODE	BLOCK NUMBER	SERVICE COMPUTATION DATE
LAST NAME, FIRST NAME, MIDDLE INITIAL	TELEPHONE NUMBER		ENTERED ON OR TRANSMITTAL DATE

PREVIOUS EDITION IS NOT USABLE

ANNUAL ATTENDANCE RECORD (CLIENTS) (PART-TIME EMPLOYEES) - 2021

Sensitive, but Unclassified

OPTIONAL FORM 873A
(REV. 1/2021)

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