LEGEND: SUGGESTED CODES: **TOUR OF DUTY** CE = Compensation Time Earned OT = Overtime = Last day of Month A = Annual Leave S = Sick Leave E = Excused W = Absent Without Leave C = Continuation of Pay for Traumatic L = Leave Without Pay CU = Compensation Time Used H = Holiday M = Military Leave R = Restored Leave D = Award Leave **PER PAY PERIOD** PER LEAVE YEAR ANNUAL LEAVE SICK LEAVE LEAVE EARNED **LEAVE CATEGORY** ANNUAL SICK ANNUAL SICK *10 hours pay period ending 12/18. 4 4 104 104 **CARRY-OVER CARRY-OVER** 160 104 6 6* 4 OPENING BALANCE OPENING BALANCE 8 208 104 PAY PERIOD USED TO DATE USED TO DATE THIS PAY PERIOD BALANCE THURSDAY FRIDAY SATURDAY SUNDAY MONDAY TUESDAY THURSDAY SATURDAY SUNDAY MONDAY TUESDAY VEDNESDA WEDNESDA' FRIDAY **DATES** CODE EARNED USED EARNED USED 2 1/3 - 1/16 Н 3 1/17 - 1/30 4 1/31 - 2/13 Η 5 2/14 - 2/27 6 2/28 - 3/13 3/14 - 3/27 8 3/28 - 4/10 4/11 - 4/24 10 4/25 - 5/8 5/9 - 5/22 H_• 12 5/23 - 6/5 13 Η 6/6 - 6/19 14 6/20 - 7/3 Н 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 Н 20 9/12 - 9/25 9/26 - 10/9 22 Н 10/10 - 10/23 23 10/24 - 11/6 24 Н 11/7 - 11/20 11/21 - 12/4 26 12/5 - 12/18 1 12/19 - 1/1 Η. 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 LAST NAME, FIRST NAME, MIDDLE INITIAL **TELEPHONE NUMBER** ENTERED ON OR TRANSMITTAL DATE or premium pay categories that may apply.

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.

OTHER TYPES OF LEAVE CATEGORIES															
PAY PERIOD												-			
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														
10	4/25 - 5/8														
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														