

|                |  |
|----------------|--|
| Employee Name: |  |
| Department:    |  |

|             |  |
|-------------|--|
| Employee #: |  |
| Pay Period: |  |

| TIME WORKED |      |         |         |         |            |             | TIME OFF |           |           |       |     |
|-------------|------|---------|---------|---------|------------|-------------|----------|-----------|-----------|-------|-----|
| DAY         | DATE | REG HRS | HOL HRS | OT HRS* | COMP EARN* | ON CALL HRS | VAC USED | SICK USED | COMP USED | OTHER |     |
|             |      |         |         |         |            |             |          |           |           | CODE  | HRS |
| Sun         |      |         |         |         |            |             |          |           |           |       |     |
| Mon         |      |         |         |         |            |             |          |           |           |       |     |
| Tues        |      |         |         |         |            |             |          |           |           |       |     |
| Wed         |      |         |         |         |            |             |          |           |           |       |     |
| Thur        |      |         |         |         |            |             |          |           |           |       |     |
| Fri         |      |         |         |         |            |             |          |           |           |       |     |
| Sat         |      |         |         |         |            |             |          |           |           |       |     |
|             |      |         |         |         |            |             |          |           |           |       |     |
| Sun         |      |         |         |         |            |             |          |           |           |       |     |
| Mon         |      |         |         |         |            |             |          |           |           |       |     |
| Tues        |      |         |         |         |            |             |          |           |           |       |     |
| Wed         |      |         |         |         |            |             |          |           |           |       |     |
| Thur        |      |         |         |         |            |             |          |           |           |       |     |
| Fri         |      |         |         |         |            |             |          |           |           |       |     |
| Sat         |      |         |         |         |            |             |          |           |           |       |     |

|                         |   |   |   |   |   |   |   |   |   |  |   |
|-------------------------|---|---|---|---|---|---|---|---|---|--|---|
| <b>TOTAL PER CATEG.</b> | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |  | 0 |
|-------------------------|---|---|---|---|---|---|---|---|---|--|---|

**SIGNATURES**

**CODES**

|           |                 |            |                   |
|-----------|-----------------|------------|-------------------|
| <b>WC</b> | Workmen's Comp  | <b>LWP</b> | Leave Without Pay |
| <b>CL</b> | Court Leave     | <b>ML</b>  | Military Leave    |
| <b>EL</b> | Education Leave | <b>BL</b>  | Bereavement Leave |

\_\_\_\_\_  
*EMPLOYEE* *DATE*

\_\_\_\_\_  
*DEPARTMENT HEAD* *DATE*