

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 | | *10 hours pay period ending 12/30. | | | | | | | | | | ANNUAL LEAVE | | | SICK LEAVE | | | | | | | | |
|--------------|----------------|----------------|--------|----------------|-----------|------------------------------------|--------|----------|--------|--------|---------|-----------|----------|--------|----------|-----------------|------|-----------------|------------|-----------------|--|--------------|---------|--|--|--|--|
| | | ANNUAL | SICK | ANNUAL | SICK | | | | | | | | | | | CARRY-OVER | | CARRY-OVER | | | | | | | | | |
| | | 4 | 4 | 104 | 104 | | | | | | | | | | | OPENING BALANCE | | OPENING BALANCE | | | | | | | | | |
| PAY PERIOD | | 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 | | | | |
| CODE | DATES | | | | | | | | | | | | | | | 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 | | | | | | | | | | | | | | | | | | | | | | | | |

| | | | | | |
|-----------------|---|---------------------|--------------|--------------------------------|--|
| 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 | |

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 | | | | | | | | | | | | | | | | |
| 9 | 4/9 - 4/22 | | | | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | | | | |
| 19 | 8/27 - 9/9 | | | | | | | | | | | | | | | | |
| 20 | 9/10 - 9/23 | | | | | | | | | | | | | | | | |
| 21 | 9/24 - 10/7 | | | | | | | | | | | | | | | | |
| 22 | 10/8 - 10/21 | | | | | | | | | | | | | | | | |
| 23 | 10/22 - 11/4 | | | | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | | | | |