

EMPLOYEE SSN \_\_\_\_\_ EMPLOYEE NAME (LAST, FIRST, MI) \_\_\_\_\_ PAY PERIOD \_\_\_\_\_

HOURS OF WORK

WK#	DAY#	TYPE	HOURS	JOB ORDER NUMBER	DAYS							EIN	LST	TAP	NIGHT	INJURY	START	END
					SUN	MON	TUE	WED	THU	FRI	SAT							
////	AMS	WK 1	SUN	MON	TUE	WED	THU	FRI	SAT									
	TOUR																	
	TRIP/STP																	
	GRADED ND																	

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SUPERVISOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

CODES	
CE - Comp Time Earned	KA - LWOP
CT - Comp Time Taken	LA - Annual Leave
CD - Credit Hours Earned (N-Credit Hours Taken)	LI - Holiday
DA - Birth of Son/Daughter(M/LA)	LM - Military Leave
DB - Adoption or Foster Care(M/LA)	LN - Administrative Leave
DC - Care of Injured FM wa Serious Health Condition (M/LA)	LS - Sick Leave
DD - Serious Health Condition of Employee (M/LA)	LV - Excused Lateness
<b>DE - Use of Sick Leave Family Care Purposes</b>	LY - Time Off Award
DF - Adoption or Foster Care(M/LA)	LK - Home Leave
HG - Holiday Work (Graded)	LU - Day Off Injury
HF - Holiday Work, First Shift (Ungraded)	LT - Days Off due to injury
HS - Holiday Work, Second Shift (Ungraded)	OC - Overtime Callback
HT - Holiday Work, Third Shift (Ungraded)	OS - Overtime Scheduled
	OD - Overtime Unscheduled
	CC - Comp Time Callback
	CA - Religious Comp Time Taken
	CR - Religious Comp Time Earned
	HC - Holiday Call Back
	OX - Overtime Exception (Intermittents)
	SG - Sunday Graded (GS-Employees)
	KC - AWOL
	RG - Regular, Graded
	RS - Regular, 2 <sup>nd</sup> Sh (Ungraded)
	RT - Regular, 3 <sup>rd</sup> Sh (Ungraded)
	RF - Regular, 1 <sup>st</sup> Sh (Ungraded)

CERTIFICATION: ATTENDANCES AND ABSENCES CERTIFIED CORRECT. OVERTIME APPROVED IAW EXISTING LAWS AND REGULATIONS FOR NON-EXEMPT FLSA. I DID NOT SUFFER OR PERMIT ANY OVERTIME WORK OTHER THAN AS REPORTED FOR THIS PAY PERIOD. CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED.