

Employee Name \_\_\_\_\_ Employee ID # \_\_\_\_\_ Employee Org \_\_\_\_\_

Pay No	Pay Date	Pay Period	Position #	Rate	Position Title/FOAPAL

PAY PERIOD  
(Enter MM/DD for Pay Perios)

PAYCODE															TOTAL
REG															
SIC															
HOL															
VAC															
OT															
ADD															

INSTRUCTIONS/NOTES

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PAY CODES	REG - REGULAR SIC - SICK	HOL - HOLIDAY VAC - VACATION	OT - OVERTIME ADD - ADDITIONAL	TOTAL HOURS	<input type="text"/>
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PAYCODE	ORGN	ACCOUNT	HOURS	RATE	EARNED AMOUNT
REG		610010			
SIC		610010			
HOL		610010			
VAC		610010			
OT		610020		\$ .00	\$ .00
ADD		610010			
TOTAL					\$ .00

I CERTIFY THE CORRECTNESS OF THE HOURS WORKED AND LEAVE HOURS TAKEN

For each day you work, enter the number of hours you worked to the nearest tenth of an hour. When rounding, use this chart:

1-6 minutes = .1	12-18 minutes = .3	25-30 minutes = .5	37-42 minutes = .7	49-54 minutes = .9
7-12 minutes = .2	19-24 minutes = .4	31-36 minutes = .6	43-48 minutes = .8	55-60 minutes = 1.0

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

AUTHORIZED SUPERVISOR'S SIGNATURE \_\_\_\_\_

FINAL PAY?

SEPARATION DATE \_\_\_\_\_