

LEGEND:
 ■ = Last day of month
 H = Holiday

SUGGESTED CODES:
 A = Annual Leave
 M = Military Leave
 S = Sick Leave
 R = Restored Leave
 E = Excused
 D = Award Leave
 W = AWOL
 L = LWOP
 CE = Comp. Earned
 CU = Comp. Used
 OT = Overtime
 C = Continuation of Pay for Traumatic

TOUR OF DUTY

LEAVE EARNED	LEAVE CATEGORY	PER PAY PERIOD		PER LEAVE YEAR		ANNUAL LEAVE				SICK LEAVE			
		ANNUAL	SICK	ANNUAL	SICK	CARRY-OVER		CARRY-OVER		OPENING BAL.		OPENING BAL.	
		4	4	104	104								

PAY PERIOD	CODE	DATES	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	THIS PAY PERIOD		USED TO DATE	BALANCE	THIS PAY PERIOD		USED TO DATE	BALANCE					
																	EARNED	USED			EARNED	USED							
2		1/9 - 1/22									H																		
3		1/23 - 2/5									■																		
4		2/6 - 2/19									■																		
5		2/20 - 3/5		H							■																		
6		3/6 - 3/19																											
7		3/20 - 4/2												■															
8		4/3 - 4/16																											
9		4/17 - 4/30																											
10		5/1 - 5/14																											
11		5/15 - 5/28																											
12		5/29 - 6/11		H		■																							
13		6/12 - 6/25																											
14		6/26 - 7/9						■			H																		
15		7/10 - 7/23																											
16		7/24 - 8/6									■																		
17		8/7 - 8/20																											
18		8/21 - 9/3												■															
19		9/4 - 9/17		H																									
20		9/18 - 10/1																											
21		10/2 - 10/15									H																		
22		10/16 - 10/29																											
23		10/30 - 11/12									■																		
24		11/13 - 11/26																											
25		11/27 - 12/10																											
26		12/11 - 12/24																											
1		12/25 - 1/7		H							■																		

EMPLOYEE	ADDRESS (Street, City, State, and ZIP Code)						TELEPHONE	AREA CODE	NUMBER	BLOCK NUMBER	SERVICE COMP. 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						SOCIAL SECURITY NUMBER			LEAVE CAT. CODE	EOD OR TRANS. DATE	

This suggested 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 pay and leave statements, 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 EDP, Sunday Premium, Night Differential, and Overtime can be included.

PAY PERIOD		OTHER TYPES OF LEAVE CATEGORIES															
CODE	DATES																
2	1/9 - 1/22																
3	1/23 - 2/5																
4	2/6 - 2/19																
5	2/20 - 3/5																
6	3/6 - 3/19																
7	3/20 - 4/2																
8	4/3 - 4/16																
9	4/17 - 4/30																
10	5/1 - 5/14																
11	5/15 - 5/28																
12	5/29 - 6/11																
13	6/12 - 6/25																
14	6/26 - 7/9																
15	7/10 - 7/23																
16	7/24 - 8/6																
17	8/7 - 8/20																
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