

DAILY GROUP ATTENDANCE SHEET

Date: _____

Department: _____

Work Unit/Group: _____

IMPORTANT NOTICE: Falsification of this document, by anyone involved in the timekeeping process, will result in severe disciplinary action. Exact times shall be entered by the employee; however, during the payroll processing, payroll clerks will round all docks and overtime to the NEAREST quarter hour.

Employee Name*	Begin Time	Meal Out	Meal In	End Time	Hrs. Wrkd	Sched Not Worked	Charge Code	NOTES	For Completion by Payroll Clerk		
									Over time ST	FLSA	CT Earned

*Initial at end of day

Charge Codes:
CT=Compensatory Time **HL**=Holiday **VL**=Vacation Leave
CL=Compassion Leave **D**=Dock **JD**=Jury Duty **MedL**=Medical Leave **ML**=Military Leave **SL**=Sick Leave **SU**=Suspension
WC=Wkrs Comp **WF**=Work Furlough

I certify that the above is correct to the best of my knowledge. Supervisor's Signature _____ Date: _____