

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																
18	8/21 - 9/3																
19	9/4 - 9/17																
20	9/18 - 10/1																
21	10/2 - 10/15																
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																