EMPLOYEE SSN	Activity	Organization	Tag #	EMPLOYEE NAME (LAST, FIRST, MI)	PAY PERIOD ENDING

HOURS OF WORK

			1	2	3	4	5	6	7		1	2	3	4	5	6	7
////	AWS	WK 1	SUN	MON	TUE	WED	THU	FRI	SAT	WK 2	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR																	
TYP/SFT																	
GRADED ND																	

WK#	DAY#	TYPE HOUR	HOURS		JOB ORDER NUMBER	E/H OTH	LST HR	TMP SFT	NIGHT DIFF		INJURY NUM	START TIME	INIT

EMPLOYEE SIGNATURE DATE SUPERVISOR SIGNATURE DATE

CODES

CA-Religious Comp Time Taken
CB-Comp Time for Travel Earned
CC-Comp Time CallBack
CD-Credit Hours Earned
CE–Comp Time Earned
CF-Comp Time for Travel Taken
CN-Credit Hours Taken
CR-Religious Comp Time Earned
CT–Comp Time Taken
DA–Birth of Son/Daughter(FMLA)
DB–Adoption or Foster Care(FMLA)
DC–Care of Immed. FM w/a Serious Health Condition (FMLA)
DD–Serious Health Condition of Employee (FMLA)
DE–Use of Sick Leave Family Care Purposes
DF–Adoption or Foster Care(FFLA)

HC-Holiday Call Back
HF–Holiday Work, First Shift(Ungraded)
HG–Holiday Work (Graded)
HS–Holiday Work, Second Shift(Ungraded) HT–Holiday Work, Third Shift(Ungraded)
KA–LWOP
KC-AWOL
LA–Annual Leave
LH–Holiday
LK-Home Leave
LM–Military Leave
LN–Administrative Leave
LS–Sick Leave
LT-Days Off due to Injury
LU-Day Of Injury
LV-Excused Lateness
LY-Time Off Award

OC-Overtime CallBack
OS–Overtime Scheduled
OU-Overtime Unscheduled
OX-Overtime Exception (Intermittents)
RF–Regular, 1st Sft (Ungraded)
RG–Regular, Graded
RS–Regular, 2nd Sft (Ungraded)
RT–Regular, 3rd Sft (Ungraded)
SG-Sunday Graded (GS-Employees)

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.