

LEGEND:
 ■ = Last day of Month A = Annual Leave S = Sick Leave E = Excused W = Absent Without Leave CE = Compensation Time Earned OT = Overtime
 H = Holiday M = Military Leave R = Restored Leave D = Award Leave L = Leave Without Pay CU = Compensation Time Used C = Continuation of Pay for Traumatic

SUGGESTED CODES: CUI When Filled In

TOUR OF DUTY

LEAVE EARNED: ▶		LEAVE CATEGORY														ANNUAL LEAVE						SICK LEAVE							
		PER PAY PERIOD														CARRYOVER			LEAVE HOURS			CARRYOVER			LEAVE HOURS				
		ANNUAL														WORK HOURS			WORK HOURS			WORK HOURS							
PAY PERIOD		SICK														TOTAL HOURS WORKED	HOURS APPLIED TO LEAVE EARNED	BALANCE OF HOURS WORKED	THIS PAY PERIOD		USED TO DATE	BALANCE	TOTAL HOURS WORKED	HOURS APPLIED TO LEAVE EARNED	BALANCE OF HOURS WORKED	THIS PAY PERIOD		USED TO DATE	BALANCE
CODE	DATES	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	EARNED	USED	DATE	EARNED	USED	DATE	EARNED	USED	DATE					
3	1/14 - 1/27		H																										
4	1/28 - 2/10				■																								
5	2/11 - 2/24									H																			
6	2/25 - 3/9																												
7	3/10 - 3/23																												
8	3/24 - 4/6																												
9	4/7 - 4/20																												
10	4/21 - 5/4																												
11	5/5 - 5/18																												
12	5/19 - 6/1									H																			
13	6/2 - 6/15																												
14	6/16 - 6/29				H																								
15	6/30 - 7/13	■				H																							
16	7/14 - 7/27																												
17	7/28 - 8/10				■																								
18	8/11 - 8/24																												
19	8/25 - 9/7																												
20	9/8 - 9/21																												
21	9/22 - 10/5																												
22	10/6 - 10/19									H																			
23	10/20 - 11/2																												
24	11/3 - 11/16									H																			
25	11/17 - 11/30												H																
26	12/1 - 12/14																												
1	12/15 - 12/28																												
2	12/29 - 1/11				■	H																							

EMPLOYEE	ADDRESS (Street, City, State, and ZIP Code)	LEAVE CATEGORY CODE	BLOCK NUMBER	SERVICE COMPUTATION DATE
	LAST NAME, FIRST NAME, MIDDLE INITIAL	TELEPHONE NUMBER		ENTERED ON OR TRANSMITTAL DATE

CUI When Filled In

This optional 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 Earnings and Leave Statement, 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 Environmental Differential Pay, Sunday Premium, Night Differential, as well as Overtime, and can be included.

PAY PERIOD		OTHER TYPES OF LEAVE CATEGORIES															
CODE	DATES																
3	1/14 - 1/27																
4	1/28 - 2/10																
5	2/11 - 2/24																
6	2/25 - 3/9																
7	3/10 - 3/23																
8	3/24 - 4/6																
9	4/7 - 4/20																
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