

ID NO.	=	PAYROLL NO.	= 03
NAME	=	PAYROLL BEGINNING	=
LOCATION	=	PAYROLL ENDING	=
SUPERVISOR	=	HOURS IN DAY	=
ASSIGNMENT	=		

								WORK HOURS			LEAVE TAKEN HOURS				
DAY	DATE	IN	OUT	IN	OUT	IN	OUT	REGULAR	ADDITIONAL	TOTAL	ANNUAL	PERSONAL	SICK	HOLIDAY	COMP
MON															
TUE															
WED															
THU															
FRI															
TOTALS															

								WORK HOURS			LEAVE TAKEN HOURS				
DAY	DATE	IN	OUT	IN	OUT	IN	OUT	REGULAR	ADDITIONAL	TOTAL	ANNUAL	PERSONAL	SICK	HOLIDAY	COMP
MON															
TUE															
WED															
THU															
FRI															
TOTALS															

DEVIATIONS FROM YOUR ASSIGNED SCHEDULE MUST BE PRE-APPROVED BY YOUR SUPERVISOR AND SUPPORTING DOCUMENTATION ATTACHED (OVERTIME/COMP TIME AUTHORIZATION)

[illegible]

SUPERVISOR SIGNATURE

	ANNUAL	PERSONAL	SICK	HOLIDAY	COMP
<b>Leave Totals</b>					

  

	WEEK 1	WEEK 2	Period Total
<b>Hours Paid</b>			
<b>Comp Time ST</b>			
<b>Comp Time 1.5</b>			
<b>Overtime ST</b>			
<b>Overtime 1.5</b>			

PAY-F005