

«Name» _____

«Department Description» _____

Regular Time

Accruals Taken

Hours Accrued

Regular Hours

Overtime Hours

Total Hours

Vacation Hours Taken

Sick Hours Taken

Comp Hours Earned

Comp Hours Taken

Vac Hours Available

Sick Hours Available

Comp Hours Available

Earnings Override Regular _____ Overtime _____ Total _____

Sal	Vac	VTL	Sick	LWP	FLT	CTE	CTT	Reg Hrs	OT	Hrly
1										21
2										22
3										23
4										24
5										25
6										26
7										27
8										28
9										29
10										30
11										31
12										1
13										2
14										3
15										4
16										5
17										6
18										7
19										8
20										9
21										10
22										11
23										12
24										13
25										14
26										15
27										16
28										17
29										18
30										19
31										20
TOT										

- VAC = Vacation Hours Taken
- VTL = Vacation Time Lost
- Sick = Sick Hours Taken
- LWP = Leave Without Pay
- FLT = Funeral Leave Hrs
- CTE = Comp Time Earned
- CTT = Comp Time Taken
- WRK = Hours Worked (Hourly Employees Only)

Remarks: _____

Supervisor's Signature

Employee's Signature