



Biweekly Employee Attendance, Leave Use & Accrual Record

Biweekly Pay Period Begin Date: _____

Biweekly Pay Period End Date: _____

Name: _____

Unit: Learning Support Services

Please circle assignment: Group or Individual

EID#: _____ ex. 712345678

Hours Actually Worked

Enter Date:	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	TOTAL
(1) Hours Worked:															
Shift Differential:															

Hours on Pay Status Not Worked

Enter Date:															TOTAL
Vacation Leave:															
(2) Sick Leave:															
(3) Other Leave:															
(4) Worker's Comp:															
Comp Time Off (Str):															
Comp Time Off (Pre):															
Holiday:															
TOTAL PAID HOURS															

Hours Not on Pay Status-Leave No Pay

Enter Date:															TOTAL
Leave No Pay:															

Employee Signature: _____ Date: _____ Supervisor Signature: _____ Date: _____

- Record only actual hours worked. Record 0 (zero) if full day off without pay.
- Record hrs taken and code "Hours Actually Worked" as follows: F=family sick leave; D=sick leave taken for death in family; S=Sick Leave; V=Vacation; FML=Family Medical Leave; CTO=Comp Time Off.
- Record hrs taken & code "Hours Actually Worked" section as follows: J=Jury; M=Military; Vt-Voting; U=Approved Union Business; L=Misc. Leave With Pay; CL=Catastrophic Leave.
- Record appropriate hours and code "Hours Actually Worked" section as follows: W=Worker's Comp.

CONTROL OFFICE USE ONLY

Work Schedule: _____ Std _____ Employee Rep Code: _____ Other (specify) _____

OVERTIME ACCRUAL CALCULATIONS		ACCRUAL RECORD		QUADRIWEEKLY CYCLE			
Work Week:	Std	Other (specify)	CTO (Straight)	CTO (Premium)	Vacation	Sick Leave	Current BW Cycle:
Week 1	Straight	Premium (tot. pm. hrs x 1.5)					Hours Worked in B1:
Week 2			Balance Forward				Hours Worked in B2:
TOTALS			Available Balance				Total:
			Used				Vacation/Sick Leave Earned
			Earned this BW				Available on:
			Paid/Date:				UNIT REVIEW (Initials)
			Balance Total				