

**ATTENDANCE, LEAVE USE & ACCRUAL RECORD  
NON-EXEMPT EMPLOYEE**

MONTH \_\_\_\_\_ YEAR \_\_\_\_\_  
Timesheet Due:

100% HOURS THIS MONTH (Incl. Holidays) \_\_\_\_\_

NAME \_\_\_\_\_  
UNIT \_\_\_\_\_

PERSONNEL PROGRAM \_\_\_\_\_  
ACCT # \_\_\_\_\_

**Hours Actually Worked**

DATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	
(1) Hours Worked																																	

**Hours on Pay Status Not Worked**

DATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
Vacation Leave:																																
(2) Sick Leave:																																
(3) Other Leave:																																
(4) Worker's Comp:																																
Comp Time Off (Str):																																
Comp Time Off (Pre):																																
Holiday:																																
TOTAL																																

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- (1) Record only actual hours worked. Record 0 (zero) if full day off without pay.
- (2) 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.
- (3) 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.
- (4) Record appropriate hours and code "Hours Actually Worked" section as follows: *W* =Worker's Comp.

**CONTROL OFFICE USE ONLY**

vacation available \_\_\_\_\_

#Hrs. worked in Last Week of Previous Month \_\_\_\_\_  
(Complete if work week continues into current month)

Work Week: Std Other (specify) \_\_\_\_\_  
Work Schedule: Std Other (specify) \_\_\_\_\_

PERB Code \_\_\_\_\_

OVERTIME ACCRUAL CALCULATIONS		
	Straight	Premium (tot.prm.hrs x 1.5)
Week 1		
2		
3		
4		
5		
TOTALS		

ACCRUAL RECORD					
	Overtime (Straight)	Overtime (Premium)	Vacation	Sick Leave	Other <sup>1</sup>
Bal. For. From					
Used					
Accrual Rate					
Paid	Hours Date	Hours Date			
Balance					

Vac. Code	_____
Maximum Vac. Accrual	_____

Refer to Personnel Program Policy or collective bargaining agreement regarding accrual rates, maximum accrual hours, and time limits for use/payment.

<sup>1</sup>Other leave includes TRIP bonus; catastrophic leave, etc.

UNIT REVIEW (Initials) \_\_\_\_\_