



## Biweekly Employee Attendance, Leave Use & Accrual Record

Biweekly Pay Period Begin Date: \_\_\_\_\_

Biweekly Pay Period End Date: \_\_\_\_\_

Name: \_\_\_\_\_

Employee Email/Phone: \_\_\_\_\_

Unit: \_\_\_\_\_ Appt % \_\_\_\_\_

Acct#: \_\_\_\_\_

### Hours Actually Worked

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

### Hours on Pay Status Not Worked

	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	TOTAL
Enter Date:															
Vacation Leave:															
(2) Sick Leave:															
(3) Other Leave:															
(4) Worker's Comp:															
Comp Time Off (Str):															
Comp Time Off (Pre):															
Holiday:															
<b>TOTAL PAID HOURS</b>															

### Hours Not on Pay Status-Leave No Pay

	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	TOTAL
Enter Date:															
Leave No Pay:															

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.

Work Week: Std Other (specify)		CONTROL OFFICE USE ONLY				Employee Rep Code: _____	
		Work Schedule: Std Other (specify)					
<b>OVERTIME ACCRUAL CALCULATIONS</b>		<b>ACCRUAL RECORD</b>				<b>QUADRIWEEKLY CYCLE</b>	
	Straight	Premium (tot.prm.hrs x 1.5)		CTO (Straight)	CTO (Premium)	Vacation	Sick Leave
Week 1			<b>Balance Forward</b>				
2			<b>Available Balance</b>				
<b>TOTALS</b>			Used				<b>Total:</b>
<b>Vacation Code:</b>		<b>Earned this BW</b>		<b>Paid/Date: _____</b>		<b>Vacation/Sick Leave Earned Available on:</b>	
<b>Maximum Vac. Accrual:</b>		<b>Balance Total</b>		<b>UNIT REVIEW (Initials)</b>			