



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:															
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:															
Sick Leave:															
Other Leave:															
Worker's Comp:															
Comp Time Off (Str):															
Comp Time Off (Pre):															
Holiday:															
TOTAL PAID HOURS															

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: _____

CONTROL OFFICE USE ONLY

OVERTIME ACCRUAL CALCULATIONS			ACCRUAL RECORD				QUADRIWEEKLY CYCLE	
Week	Straight	Premium (tot.prm.hrs x 1.5)	Balance Forward	CTO (Straight)	CTO (Premium)	Vacation	Sick Leave	Current BW Cycle: _____
Week 1			Available Balance					Hours worked in B1: _____
Week 2			Used					Hours worked in B2: _____
TOTALS			Earned this BW					Total: _____
Employee Rep Code: _____			Paid/Date:					Vacation/Sick Leave Earned Available on: _____
Vacation Code: _____			Balance Total					UNIT REVIEW (Initials) _____
Maximum Vac. Accrual: _____			Work Week: <input type="checkbox"/> Std <input type="checkbox"/> Other (specify) _____					
			Work Schedule: <input type="checkbox"/> Std <input type="checkbox"/> Other (specify) _____					