

# BI-WEEKLY TIME AND ATTENDANCE REPORT

SS # \_\_\_\_\_ NAME \_\_\_\_\_ PP # \_\_\_\_\_ THRU \_\_\_\_\_ PG # \_\_\_\_\_ LOC \_\_\_\_\_

% WK.	DATE	DAY	SHIFT DIFF.		MEAL PERIOD	BI-WEEKLY NORM. HRS.		ACTUAL HOURS WORKED	LEAVE CODE	LEAVE HOURS	TOTAL HOURS	PAID OVERTIME	COMP. TIME EARNED	EOO	REASON	COE	COMP/OVERTIME AUTHORIZATION	LEAVE WITHOUT PAY	TEL. NO.	LEAVE CODES
			START	STOP		START	STOP													
	WED.																			10-Annual
	THUR.																			11-Annual - Sick Doc
	FRI.																			12-Annual - Short Notice
	SAT.																			13-Annual - FMLA
	SUN.																			20-Sick - Documented
	MON.																			21-Sick - Undocumented
	TUES.																			22-Sick - Health Care
																				23-Sick - Death in Family
																				25-Bereavement
																				26-Sick - Family Doc.
																				27-Sick - Family Undoc.
																				28-Sick - Adoption
																				29-Leave Bank
																				30-Sick - Chronic
																				33-Sick - FMLA
																				35-Accident Leave - FMLA
																				37-Donated/Leave Bank - FMLA
																				38-Donated Leave Used
																				39-Accident Leave
																				40-Comp Earned
																				41-Comp Used
																				42-Comp Used - Sick Doc
																				45-Comp Earned - Rel.
																				46-Comp Used - Rel.

**FIRST WEEK'S TOTAL HOURS >**

WED.																				
THUR.																				
FRI.																				
SAT.																				
SUN.																				
MON.																				
TUES.																				

**SECOND WEEK'S TOTAL HOURS >**

**BI-WEEKLY TOTAL HOURS >**

CHANGE ON THE FOLLOWING DATE	FROM		TO		REASON	DATE
	CODE	HOURS	CODE	HOURS		
1.						
2.						
3.						

EMPLOYEES SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SUPERVISORS SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

TYPE	YEAR END CARRY OVER	THIS PAY PERIOD		USED LEAVE PERIOD		BALANCE (UNUSED LEAVE)
		EARNED	USED	EARNED	LOST	
ANNUAL						
SICK						
PERSONAL						
COMP						
COMP - FH						
COMP - COE						
ADV. SICK						

**CONVERSION CHART**

1- 6 mins.	.....1
7-12 mins.	.....2
13-18 mins.	.....3
19-24 mins.	.....4
25-30 mins.	.....5
31-36 mins.	.....6
37-42 mins.	.....7
43-48 mins.	.....8
49-54 mins.	.....9
55-60 mins.	.....1 hour