

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

MONTH _____ YEAR _____ 100% HOURS THIS MONTH (Incl. Holidays) _____
Timesheet Due: _____

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 ¹
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.

¹Other leave Includes TRIP bonus; catastrophic leave, etc.

UNIT REVIEW (Initials) _____

