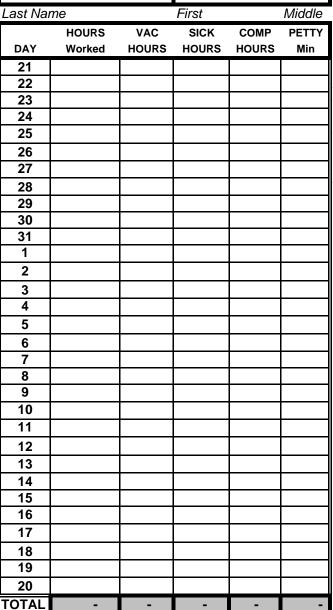
EMPLOYEE TIME RECORD

Employee Number





Payroll Date	Employment Date

ACCUMULATION OF LEAVE PER MONTH:

A - ADMIN

C = COMP(A)

37.5 HOUR WEEK

(7 Hrs, 30 Mins)

H = HOLIDAY

O = OVERTIME **VACATION**

P = PETTY S = SICK

V = VACATION

		Day	Computer
	Timespan	Earned	Time Earned
N	Less than 2 Years	5/6	6 .25
	2 to 5 years	1.00	7.50
	5 to 10 years	1.25	9.42
	10 to 15 years	1.50	11 .25
	More than 15 years	1.75	13 .42
•	SICK		

Timespan	Day	Computer
Timespan	Earned	Time Earned
Each Month	1.00	7 .50

(B) **40 HOUR WEEK**

(8 Hours Day)

VACATION

	Day	Computer
Timespan	Earned	Time Earned
Less than 2 Years	5/6	6 .67
2 to 5 years	1.00	8.00
5 to 10 years	1.25	10.00
10 to 15 years	1.50	12.00
More than 15 years	1.75	14.00

SICK

	Day	Computer	
Timespan	Earned	Time Earned	
Each Month	1.00	8.00	

	Vacation Hrs	Sick Hrs	Petty Mins	Comp Time Hrs
Balance				
Forward	-	-	-	-
Taken	•	-	-	-
Balance	-	-	-	-
Earned	-	-	-	-
Cumulative				
Totals	-	-	-	-

Total from previous timesheet

Amount you earn each month

Please Don't Type in the gray boxes - it will calculate for you.