EMPLOYEE TIME RECORD

Employee Number

Last Name   *First*   *Middle*

Payroll Date   *Employment Date*

DAY	HOURS Worked	VAC HOURS	SICK HOURS	COMP HOURS	PETTY Min
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
TOTAL	-	-	-	-	-

A - ADMIN
C = COMP
H = HOLIDAY
O = OVERTIME
P = PETTY
S = SICK
V = VACATION

ACCUMULATION OF LEAVE PER MONTH:

(A) 37.5 HOUR WEEK (7 Hrs, 30 Mins)

VACATION

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

(B) 40 HOUR WEEK (8 Hours Day)

VACATION

Timespan	Day Earned	Computer 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

Timespan	Day Earned	Computer Time Earned
Each Month	1.00	8.00

	Vacation Hrs	Sick Hrs	Petty Mins	Comp Time Hrs	
Balance Forward	-	-	-	-	Total from previous timesheet
Taken	-	-	-	-	
Balance	-	-	-	-	
Earned	-	-	-	-	Amount you earn each month
Cumulative Totals	-	-	-	-	

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

Employee Sign & Date

Department Head Sign & Date