

CLASSIFIED EMPLOYEE TIME CARD

From - Month: _____ 16, 20__

To - Month: _____ 15, 20__

Employee Name: _____				Employee ID #: _____			Location: _____		
WEEK	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	TOTAL REG. HRS.	
DATE	/	/	/	/	/	/	/	TOTAL WEEKLY REG. HRS.	
TOTAL HRS WORKED									
DATE	/	/	/	/	/	/	/	TOTAL WEEKLY REG. HRS.	
TOTAL HRS WORKED									
DATE	/	/	/	/	/	/	/	TOTAL WEEKLY REG. HRS.	
TOTAL HRS WORKED									
DATE	/	/	/	/	/	/	/	TOTAL WEEKLY REG. HRS.	
TOTAL HRS WORKED									
DATE	/	/	/	/	/	/	/	TOTAL WEEKLY REG. HRS.	
TOTAL HRS WORKED									
								GRAND TOTAL	

Please use this part of the timecard to list all daily authorized hours worked during your regular schedule. Use the bottom portion of the time card to list all exceptions (misc., extra duty, comp time, etc.) and to list all absences.

LEAVE REPORT				COMP TIME	
Month / Day	Leave Code (see codes below)	Description (for Codes SD and CF)	Hours of Leave Used	Hours Used	Hours Earned
/					
/					
/					
/					
/					
/					
/					
/					
/					
/					
/					
/					
/					
Total Leave Used: (include hours listed on reverse side)					

EXTRA DUTY and MISCELLANEOUS PAYROLL REPORT		
Month / Day	Description	Extra Hours Worked
/		
/		
/		
/		
/		
/		
/		
/		
/		
/		
/		
/		
/		
Total Extra Duty: (include hours listed on reverse side)		

Leave Codes		Comp Time Record	
VAC = Vacation	LWP = Leave Without Pay	Carry Over From Last Reporting Period	
SL = Sick Leave	CD = Civic Duty	- or + Total Hrs For This Reporting Period	- +
PL = Personal Leave	SD = Staff Development	Comp Time Balance	
CF = Conference	MIL = Military		

MINUTES CONVERSION CHART			
Minutes Worked	Report on Timecard	Minutes Worked	Report on Timecard
5	.08	35	.58
10	.17	40	.67
15	.25	45	.75
20	.33	50	.83
25	.42	55	.92
30	.50		

Employee's Signature: _____

Supervisors Signature: _____

By signing above I verify that this timecard is the original and correct time record and certifies all hours, leave, and extra duty work, have been correctly reported for the pay period.

Warehouse Reorder # 01024152