

MAXI-FLEX OPTION.

SCHEMATIC

U.S. DEPARTMENT OF THE INTERIOR

CERTIFIED OBJECT.

GEOLOGICAL SURVEY

Alternate Work Schedule

EMPLOYEE ATTENDANCE RECORD

GEOLOGIC DIVISION

Employee's Signature

Date _____

Supervisor's Signature

Date _____

<input type="checkbox"/> 8 hour/day--5 day wk	<input type="checkbox"/> Full Time
<input type="checkbox"/> 5/4-9 work schedule	<input type="checkbox"/> Part Time
<input type="checkbox"/> 10 hour work schedule	<input type="checkbox"/> Intermittent
<input type="checkbox"/> Fully Flexible Option	

NAME:

PAY PERIOD: 23

ENDING: November 2, 2002

2002		ARRIVAL/DEPARTURE TIME				TOTAL BASE HOURS WORKED (A) 1/	LEAVE USED (B)	CREDIT HOURS		ACCOUNT NUMBER	TOTAL HOURS	OVERTIME (OT) AND/OR COMP TIME (CT) EARNED
DAY	DATE	IN	OUT	IN	OUT			USED (C)	EARNED			
SUN	10/20											
MON	10/21											
TUES	10/22											
WED	10/23											
THURS	10/24											
FRI	10/25											
SAT	10/26											
SUN	10/27											
MON	10/28											
TUES	10/29											
WED	10/30											
THURS	10/31											
FRI	11/1											
SAT	11/2											
PP TOTAL												

Regular hours: _____

← Credit Hours: _____ 2/

TOTAL HOURS: _____

OVERTIME (OT)
AND/OR
COMP TIME (CT)
EARNED

1/ CORE HOURS: Tues, Wed, & Thurs: 9 -11 & 1:30-3 pm = 3 1/2 hrs - Employees must be present or take leave
BASE HOURS: Total hours worked minus OT or Comp. Time earned (OT/Comp time recorded in last column)
2/ Hours over basic biweekly requirement (FT = 80 hrs) are considered credit time (enter in Credit Time Earned column)

- MAXIFLEX OPTION:**
- ☐ 8 hour/day--5 day wk
- ☐ 5/4-9 work schedule
- ☐ 10 hour work schedule
- ☐ Fully Flexible Option

- SCHEDULE:**
- ☐ Full Time
- ☐ Part Time
- ☐ Intermitent

U.S. DEPARTMENT OF THE INTERIOR
GEOLOGICAL SURVEY
Alternate Work Schedule
EMPLOYEE ATTENDANCE RECORD
GEOLOGIC DIVISION

CERTIFIED CORRECT:

 Employee's Signature Date

 Supervisor's Signature Date

NAME:		PAY PERIOD: 24				ENDING: November 16, 2002							
2002		ARRIVAL/DEPARTURE TIME				TOTAL BASE HOURS WORKED (A) 1/	LEAVE USED (B)	CREDIT HOURS		ACCOUNT NUMBER	TOTAL HOURS	OVERTIME (OT) AND/OR COMP TIME (CT) EARNED	
DAY	DATE	IN	OUT	IN	OUT			USED (C)	EARNED				
SUN	11/3												
MON	11/4												
TUES	11/5												
WED	11/6												
THURS	11/7												
FRI	11/8												
SAT	11/9												
SUN	11/10												
MON	11/11												
TUES	11/12												
WED	11/13												
THURS	11/14												
FRI	11/15												
SAT	11/16												
PP TOTAL								AL SL ADM LWOP Comp. Time Other					

Regular hours: _____

← Credit Hours: _____ 2/

TOTAL HOURS: _____

- 1/ CORE HOURS: Tues, Wed, & Thurs: 9 - 11 & 1:30-3 pm = 3 1/2 hrs - Employees must be present or take leave
 BASE HOURS: Total hours worked minus OT or Comp. Time earned (OT/Comp time recorded in last column)
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- ☐ Interimittent

U.S. DEPARTMENT OF THE INTERIOR
GEOLOGICAL SURVEY
Alternate Work Schedule
EMPLOYEE ATTENDANCE RECORD
GEOLOGIC DIVISION

CERTIFIED CORRECT:

 Employee's Signature Date

 Supervisor's Signature Date

NAME:		PAY PERIOD: 25				ENDING: November 30, 2002									
2002		ARRIVAL/DEPARTURE TIME				TOTAL BASE HOURS WORKED (A) 1/		LEAVE USED (B)		CREDIT HOURS		ACCOUNT NUMBER	TOTAL HOURS	OVERTIME (OT) AND/OR COMP TIME (CT) EARNED	
DAY	DATE	IN	OUT	IN	OUT			USED (C)	EARNED						
SUN	11/17														
MON	11/18														
TUES	11/19														
WED	11/20														
THURS	11/21														
FRI	11/22														
SAT	11/23														
SUN	11/24														
MON	11/25														
TUES	11/26														
WED	11/27														
THURS	11/28														
FRI	11/29														
SAT	11/30														
PP TOTAL															
		AL _____ SL _____ ADM _____ LWOP _____ Comp. Time _____ Other _____										Regular hours: _____ Credit Hours: _____ 2/		TOTAL HOURS: _____	

1/ CORE HOURS: Tues, Wed, & Thurs: 9 - 11 & 1:30-3 pm = 3 1/2 hrs - Employees must be present or take leave
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U.S. DEPARTMENT OF THE INTERIOR
GEOLOGICAL SURVEY
Alternate Work Schedule
EMPLOYEE ATTENDANCE RECORD
GEOLOGIC DIVISION

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 Employee's Signature Date

 Supervisor's Signature Date

NAME:		PAY PERIOD: 26				ENDING: December 14, 2002					
2002 DAY DATE	ARRIVAL/DEPARTURE TIME				TOTAL BASE HOURS WORKED (A) 1/	LEAVE USED (B)	CREDIT HOURS		ACCOUNT NUMBER	TOTAL HOURS	OVERTIME (OT) AND/OR COMP TIME (CT) EARNED
	IN	OUT	IN	OUT			USED (C)	EARNED			
SUN 12/1											
MON 12/2											
TUES 12/3											
WED 12/4											
THURS 12/5											
FRI 12/6											
SAT 12/7											
SUN 12/8											
MON 12/9											
TUES 12/10											
WED 12/11											
THURS 12/12											
FRI 12/13											
SAT 12/14											
PP TOTAL							AL SL ADM LWOP Comp. Time Other				
Regular hours: _____ Credit Hours: _____ 2/										TOTAL HOURS: _____	

- 1/ CORE HOURS: Tues, Wed, & Thurs: 9 - 11 & 1:30-3 pm = 3 1/2 hrs - Employees must be present or take leave
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GEOLOGICAL SURVEY
Alternate Work Schedule
EMPLOYEE ATTENDANCE RECORD
GEOLOGIC DIVISION

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 Employee's Signature Date

 Supervisor's Signature Date

NAME:		PAY PERIOD: 1				ENDING: December 28, 2002						
2002		ARRIVAL/DEPARTURE TIME				TOTAL BASE HOURS WORKED (A) 1/	LEAVE USED (B)	CREDIT HOURS		ACCOUNT NUMBER	TOTAL HOURS	OVERTIME (OT) AND/OR COMP TIME (CT) EARNED
DAY	DATE	IN	OUT	IN	OUT			USED (C)	EARNED			
SUN	12/15											
MON	12/16											
TUES	12/17											
WED	12/18											
THURS	12/19											
FRI	12/20											
SAT	12/21											
SUN	12/22											
MON	12/23											
TUES	12/24											
WED	12/25											
THURS	12/26											
FRI	12/27											
SAT	12/28											
PP TOTAL								AL SL ADM LWOP Comp. Time Other				

Regular hours: _____

← Credit Hours: _____ 2/

TOTAL HOURS: _____

1/ CORE HOURS: Tues, Wed, & Thurs: 9 - 11 & 1:30-3 pm = 3 1/2 hrs - Employees must be present or take leave
 BASE HOURS: Total hours worked minus OT or Comp. Time earned (OT/Comp time recorded in last column)
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Employee's Signature

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<input type="checkbox"/> 5/4-9 work schedule	<input type="checkbox"/> Part Time
<input type="checkbox"/> 10 hour work schedule	<input type="checkbox"/> Intermittent
<input type="checkbox"/> Fully Flexible Option	

☐ Full Time
☐ Part Time

☐ Part Time

☐ Intermittent

□ Fully Flexible Option

NAME: _____

PAY PERIOD: 2

ENDING: January 11, 2003

2003		ARRIVAL/DEPARTURE TIME				TOTAL BASE HOURS WORKED (A) 1/	LEAVE USED (B)	CREDIT HOURS		ACCOUNT NUMBER	TOTAL HOURS	OVERTIME (OT) AND/OR COMP TIME (CT) EARNED
DAY	DATE	IN	OUT	IN	OUT			USED (C)	EARNED			
SUN	12/29											
MON	12/30											
TUES	12/31											
WED	1/1/03											
THURS	1/2/03											
FRI	1/3/03											
SAT	1/4/03											
SUN	1/5/03											
MON	1/6/03											
TUES	1/7/03											
WED	1/8/03											
THURS	1/9/03											
FRI	1/10/03											
SAT	1/11/03											
PP TOTAL												

Regular hours: _____

← Credit Hours: _____ 2/

TOTAL HOURS: _____

OVERTIME (OT)
AND/OR
COMP TIME (CT)
EARNED

1/2 CORE HOURS: Tues, Wed, & Thurs: 9 -11 & 1:30-3 pm = 3 1/2 hrs - Employees must be present or take leave

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U.S. DEPARTMENT OF THE INTERIOR
GEOLOGICAL SURVEY
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GEOLOGIC DIVISION

CERTIFIED CORRECT:

 Employee's Signature Date

 Supervisor's Signature Date

NAME:		PAY PERIOD: 3				ENDING: January 25, 2003					
2003 DAY DATE	ARRIVAL/DEPARTURE TIME				TOTAL BASE HOURS WORKED (A) 1/	LEAVE USED (B)	CREDIT HOURS		ACCOUNT NUMBER	TOTAL HOURS	OVERTIME (OT) AND/OR COMP TIME (CT) EARNED
	IN	OUT	IN	OUT			USED (C)	EARNED			
SUN	1/12										
MON	1/13										
TUES	1/14										
WED	1/15										
THURS	1/16										
FRI	1/17										
SAT	1/18										
SUN	1/19										
MON	1/20										
TUES	1/21										
WED	1/22										
THURS	1/23										
FRI	1/24										
SAT	1/25										
PP TOTAL							AL SL ADM LWOP Comp. Time Other				
Regular hours: _____ Credit Hours: _____ 2/ TOTAL HOURS: _____											

- 1/ CORE HOURS: Tues, Wed, & Thurs: 9 - 11 & 1:30-3 pm = 3 1/2 hrs - Employees must be present or take leave
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GEOLOGICAL SURVEY
Alternate Work Schedule
EMPLOYEE ATTENDANCE RECORD
GEOLOGIC DIVISION

CERTIFIED CORRECT:

 Employee's Signature Date

 Supervisor's Signature Date

NAME:		PAY PERIOD: 4				ENDING: February 8, 2003					
2003 DAY DATE	ARRIVAL/DEPARTURE TIME				TOTAL BASE HOURS WORKED (A) 1/	LEAVE USED (B)	CREDIT HOURS		ACCOUNT NUMBER	TOTAL HOURS	OVERTIME (OT) AND/OR COMP TIME (CT) EARNED
	IN	OUT	IN	OUT			USED (C)	EARNED			
SUN 1/26											
MON 1/27											
TUES 1/28											
WED 1/29											
THURS 1/30											
FRI 1/31											
SAT 2/1											
SUN 2/2											
MON 2/3											
TUES 2/4											
WED 2/5											
THURS 2/6											
FRI 2/7											
SAT 2/8											
PP TOTAL							AL SL ADM LWOP Comp. Time Other				
Regular hours: _____ Credit Hours: _____ 2/										TOTAL HOURS: _____	

- 1/ CORE HOURS: Tues, Wed, & Thurs: 9 - 11 & 1:30-3 pm = 3 1/2 hrs - Employees must be present or take leave
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Alternate Work Schedule

EMPLOYEE ATTENDANCE RECORD

GEOLOGIC DIVISION

Employee's Signature

Date _____

Supervisor's Signature

Date _____

<input type="checkbox"/> 8 hour/day--5 day wk	<input type="checkbox"/> Full Time
<input type="checkbox"/> 5/4-9 work schedule	<input type="checkbox"/> Part Time
<input type="checkbox"/> 10 hour work schedule	<input type="checkbox"/> Intermittent
<input type="checkbox"/> Fully Flexible Option	

NAME: _____

PAY PERIOD: 5

ENDING:
February 22, 2003

2003		ARRIVAL/DEPARTURE TIME				TOTAL BASE HOURS WORKED (A) <i>1/</i>	LEAVE USED (B)	CREDIT HOURS		ACCOUNT NUMBER	TOTAL HOURS	OVERTIME (OT) AND/OR COMP TIME (CT) EARNED
DAY	DATE	IN	OUT	IN	OUT			USED (C)	EARNED			
SUN	2/9											
MON	2/10											
TUES	2/11											
WED	2/12											
THURS	2/13											
FRI	2/14											
SAT	2/15											
SUN	2/16											
MON	2/17											
TUES	2/18											
WED	2/19											
THURS	2/20											
FRI	2/21											
SAT	2/22											
PP TOTAL												

Regular hours: _____

← Credit Hours: _____ 2/

TOTAL HOURS: _____

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U.S. DEPARTMENT OF THE INTERIOR
GEOLOGICAL SURVEY
Alternate Work Schedule
EMPLOYEE ATTENDANCE RECORD
GEOLOGIC DIVISION

CERTIFIED CORRECT:

 Employee's Signature Date

 Supervisor's Signature Date

NAME:		PAY PERIOD: 6				ENDING: March 8, 2003					
2003 DAY DATE	ARRIVAL/DEPARTURE TIME				TOTAL BASE HOURS WORKED (A) 1/	LEAVE USED (B)	CREDIT HOURS		ACCOUNT NUMBER	TOTAL HOURS	OVERTIME (OT) AND/OR COMP TIME (CT) EARNED
	IN	OUT	IN	OUT			USED (C)	EARNED			
SUN 2/23											
MON 2/24											
TUES 2/25											
WED 2/26											
THURS 2/27											
FRI 2/28											
SAT 3/1											
SUN 3/2											
MON 3/3											
TUES 3/4											
WED 3/5											
THURS 3/6											
FRI 3/7											
SAT 3/8											
PP TOTAL							AL SL ADM LWOP Comp. Time Other				
Regular hours: _____ Credit Hours: _____ 2/										TOTAL HOURS: _____	

- 1/ CORE HOURS: Tues, Wed, & Thurs: 9 - 11 & 1:30-3 pm = 3 1/2 hrs - Employees must be present or take leave
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U.S. DEPARTMENT OF THE INTERIOR
GEOLOGICAL SURVEY
Alternate Work Schedule
EMPLOYEE ATTENDANCE RECORD
GEOLOGIC DIVISION

CERTIFIED CORRECT:

 Employee's Signature Date

 Supervisor's Signature Date

NAME:		PAY PERIOD: 7				ENDING: March 22, 2003					
2003 DAY DATE	ARRIVAL/DEPARTURE TIME				TOTAL BASE HOURS WORKED (A) 1/	LEAVE USED (B)	CREDIT HOURS		ACCOUNT NUMBER	TOTAL HOURS	OVERTIME (OT) AND/OR COMP TIME (CT) EARNED
	IN	OUT	IN	OUT			USED (C)	EARNED			
SUN 3/9											
MON 3/10											
TUES 3/11											
WED 3/12											
THURS 3/13											
FRI 3/14											
SAT 3/15											
SUN 3/16											
MON 3/17											
TUES 3/18											
WED 3/19											
THURS 3/20											
FRI 3/21											
SAT 3/22											
PP TOTAL							AL SL ADM LWOP Comp. Time Other				
Regular hours: _____ Credit Hours: _____ 2/										TOTAL HOURS: _____	

- 1/ CORE HOURS: Tues, Wed, & Thurs: 9 - 11 & 1:30-3 pm = 3 1/2 hrs - Employees must be present or take leave
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Alternate Work Schedule
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GEOLOGIC DIVISION

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 Employee's Signature Date

 Supervisor's Signature Date

NAME:		PAY PERIOD: 8				ENDING: April 5, 2003					
2003 DAY DATE	ARRIVAL/DEPARTURE TIME				TOTAL BASE HOURS WORKED (A) 1/	LEAVE USED (B)	CREDIT HOURS		ACCOUNT NUMBER	TOTAL HOURS	OVERTIME (OT) AND/OR COMP TIME (CT) EARNED
	IN	OUT	IN	OUT			USED (C)	EARNED			
SUN 3/23											
MON 3/24											
TUES 3/25											
WED 3/26											
THURS 3/27											
FRI 3/28											
SAT 3/29											
SUN 3/30											
MON 3/31											
TUES 4/1											
WED 4/2											
THURS 4/3											
FRI 4/4											
SAT 4/5											
PP TOTAL							AL SL ADM LWOP Comp. Time Other				
Regular hours: _____ Credit Hours: _____ 2/										TOTAL HOURS: _____	

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 Employee's Signature Date

 Supervisor's Signature Date

NAME:		PAY PERIOD: 9				ENDING: April 19, 2003					
2003 DAY DATE	ARRIVAL/DEPARTURE TIME				TOTAL BASE HOURS WORKED (A) 1/	LEAVE USED (B)	CREDIT HOURS		ACCOUNT NUMBER	TOTAL HOURS	OVERTIME (OT) AND/OR COMP TIME (CT) EARNED
	IN	OUT	IN	OUT			USED (C)	EARNED			
SUN 4/6											
MON 4/7											
TUES 4/8											
WED 4/9											
THURS 4/10											
FRI 4/11											
SAT 4/12											
SUN 4/13											
MON 4/14											
TUES 4/15											
WED 4/16											
THURS 4/17											
FRI 4/18											
SAT 4/19											
PP TOTAL							AL SL ADM LWOP Comp. Time Other				
Regular hours: _____ Credit Hours: _____ 2/										TOTAL HOURS: _____	

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 Employee's Signature Date

 Supervisor's Signature Date

NAME:		PAY PERIOD: 10				ENDING: May 3, 2003					
2003 DAY DATE	ARRIVAL/DEPARTURE TIME				TOTAL BASE HOURS WORKED (A) 1/	LEAVE USED (B)	CREDIT HOURS		ACCOUNT NUMBER	TOTAL HOURS	OVERTIME (OT) AND/OR COMP TIME (CT) EARNED
	IN	OUT	IN	OUT			USED (C)	EARNED			
SUN 4/20											
MON 4/21											
TUES 4/22											
WED 4/23											
THURS 4/24											
FRI 4/25											
SAT 4/26											
SUN 4/27											
MON 4/28											
TUES 4/29											
WED 4/30											
THURS 5/1											
FRI 5/2											
SAT 5/3											
PP TOTAL							AL SL ADM LWOP Comp. Time Other				
Regular hours: _____ Credit Hours: _____ 2/										TOTAL HOURS: _____	

- 1/ CORE HOURS: Tues, Wed, & Thurs: 9 - 11 & 1:30-3 pm = 3 1/2 hrs - Employees must be present or take leave
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- ☐ Intermittent

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 Employee's Signature Date

 Supervisor's Signature Date

NAME:		PAY PERIOD: 11				ENDING: May 17, 2003					
2003 DAY DATE	ARRIVAL/DEPARTURE TIME				TOTAL BASE HOURS WORKED (A) 1/	LEAVE USED (B)	CREDIT HOURS		ACCOUNT NUMBER	TOTAL HOURS	OVERTIME (OT) AND/OR COMP TIME (CT) EARNED
	IN	OUT	IN	OUT			USED (C)	EARNED			
SUN 5/4											
MON 5/5											
TUES 5/6											
WED 5/7											
THURS 5/8											
FRI 5/9											
SAT 5/10											
SUN 5/11											
MON 5/12											
TUES 5/13											
WED 5/14											
THURS 5/15											
FRI 5/16											
SAT 5/17											
PP TOTAL							AL SL ADM LWOP Comp. Time Other				
Regular hours: _____ Credit Hours: _____ 2/										TOTAL HOURS: _____	

- 1/ CORE HOURS: Tues, Wed, & Thurs: 9 - 11 & 1:30-3 pm = 3 1/2 hrs - Employees must be present or take leave
 BASE HOURS: Total hours worked minus OT or Comp. Time earned (OT/Comp time recorded in last column)
- 2/ Hours over basic biweekly requirement (FT = 80 hrs) are considered credit time (enter in Credit Time Earned column)

- MAXIFLEX OPTION:**
- ☐ 8 hour/day--5 day wk ☐ Full Time
- ☐ 5/4-9 work schedule ☐ Part Time
- ☐ 10 hour work schedule ☐ Intermittent
- ☐ Fully Flexible Option

U.S. DEPARTMENT OF THE INTERIOR
GEOLOGICAL SURVEY
Alternate Work Schedule
EMPLOYEE ATTENDANCE RECORD
GEOLOGIC DIVISION

CERTIFIED CORRECT:

 Employee's Signature Date

 Supervisor's Signature Date

NAME:		PAY PERIOD: 12				ENDING: May 31, 2003					
2003 DAY DATE	ARRIVAL/DEPARTURE TIME				TOTAL BASE HOURS WORKED (A) 1/	LEAVE USED (B)	CREDIT HOURS		ACCOUNT NUMBER	TOTAL HOURS	OVERTIME (OT) AND/OR COMP TIME (CT) EARNED
	IN	OUT	IN	OUT			USED (C)	EARNED			
SUN 5/18											
MON 5/19											
TUES 5/20											
WED 5/21											
THURS 5/22											
FRI 5/23											
SAT 5/24											
SUN 5/25											
MON 5/26											
TUES 5/27											
WED 5/28											
THURS 5/29											
FRI 5/30											
SAT 5/31											
PP TOTAL							AL SL ADM LWOP Comp. Time Other				
Regular hours: _____ Credit Hours: _____ 2/										TOTAL HOURS: _____	

- 1/ CORE HOURS: Tues, Wed, & Thurs: 9 - 11 & 1:30-3 pm = 3 1/2 hrs - Employees must be present or take leave
 BASE HOURS: Total hours worked minus OT or Comp. Time earned (OT/Comp time recorded in last column)
- 2/ Hours over basic biweekly requirement (FT = 80 hrs) are considered credit time (enter in Credit Time Earned column)

- MAXIFLEX OPTION:**
- ☐ 8 hour/day--5 day wk
- ☐ 5/4-9 work schedule
- ☐ 10 hour work schedule
- ☐ Fully Flexible Option
- SCHEDULE:**
- ☐ Full Time
- ☐ Part Time
- ☐ Interim

U.S. DEPARTMENT OF THE INTERIOR
GEOLOGICAL SURVEY
Alternate Work Schedule
EMPLOYEE ATTENDANCE RECORD
GEOLOGIC DIVISION

CERTIFIED CORRECT:

 Employee's Signature Date

 Supervisor's Signature Date

NAME:		PAY PERIOD: 13				ENDING: June 14, 2003					
2003 DAY DATE	ARRIVAL/DEPARTURE TIME				TOTAL BASE HOURS WORKED (A) 1/	LEAVE USED (B)	CREDIT HOURS		ACCOUNT NUMBER	TOTAL HOURS	OVERTIME (OT) AND/OR COMP TIME (CT) EARNED
	IN	OUT	IN	OUT			USED (C)	EARNED			
SUN 6/1											
MON 6/2											
TUES 6/3											
WED 6/4											
THURS 6/5											
FRI 6/6											
SAT 6/7											
SUN 6/8											
MON 6/9											
TUES 6/10											
WED 6/11											
THURS 6/12											
FRI 6/13											
SAT 6/14											
PP TOTAL							AL SL ADM LWOP Comp. Time Other				
Regular hours: _____ Credit Hours: _____ 2/										TOTAL HOURS: _____	

1/ CORE HOURS: Tues, Wed, & Thurs: 9 - 11 & 1:30-3 pm = 3 1/2 hrs - Employees must be present or take leave
 BASE HOURS: Total hours worked minus OT or Comp. Time earned (OT/Comp time recorded in last column)
 2/ Hours over basic biweekly requirement (FT = 80 hrs) are considered credit time (enter in Credit Time Earned column)

- MAXIFLEX OPTION:**
- ☐ 8 hour/day--5 day wk ☐ Full Time
- ☐ 5/4-9 work schedule ☐ Part Time
- ☐ 10 hour work schedule ☐ Interimittent
- ☐ Fully Flexible Option

U.S. DEPARTMENT OF THE INTERIOR
GEOLOGICAL SURVEY
Alternate Work Schedule
EMPLOYEE ATTENDANCE RECORD
GEOLOGIC DIVISION

CERTIFIED CORRECT:

 Employee's Signature Date

 Supervisor's Signature Date

NAME:		PAY PERIOD: 14				ENDING: June 28, 2003					
2003 DAY DATE	ARRIVAL/DEPARTURE TIME				TOTAL BASE HOURS WORKED (A) 1/	LEAVE USED (B)	CREDIT HOURS		ACCOUNT NUMBER	TOTAL HOURS	OVERTIME (OT) AND/OR COMP TIME (CT) EARNED
	IN	OUT	IN	OUT			USED (C)	EARNED			
SUN 6/15											
MON 6/16											
TUES 6/17											
WED 6/18											
THURS 6/19											
FRI 6/20											
SAT 6/21											
SUN 6/22											
MON 6/23											
TUES 6/24											
WED 6/25											
THURS 6/26											
FRI 6/27											
SAT 6/28											
PP TOTAL							AL SL ADM LWOP Comp. Time Other				
Regular hours: _____ Credit Hours: _____ 2/										TOTAL HOURS: _____	

1/ CORE HOURS: Tues, Wed, & Thurs: 9 - 11 & 1:30-3 pm = 3 1/2 hrs - Employees must be present or take leave
 BASE HOURS: Total hours worked minus OT or Comp. Time earned (OT/Comp time recorded in last column)
 2/ Hours over basic biweekly requirement (FT = 80 hrs) are considered credit time (enter in Credit Time Earned column)

- MAXIFLEX OPTION:**
- ☐ 8 hour/day--5 day wk ☐ Full Time
- ☐ 5/4-9 work schedule ☐ Part Time
- ☐ 10 hour work schedule ☐ Intermittent
- ☐ Fully Flexible Option

U.S. DEPARTMENT OF THE INTERIOR
GEOLOGICAL SURVEY
Alternate Work Schedule
EMPLOYEE ATTENDANCE RECORD
GEOLOGIC DIVISION

CERTIFIED CORRECT:

 Employee's Signature Date

 Supervisor's Signature Date

NAME:		PAY PERIOD: 15				ENDING: July 12, 2003					
2003 DAY DATE	ARRIVAL/DEPARTURE TIME				TOTAL BASE HOURS WORKED (A) 1/	LEAVE USED (B)	CREDIT HOURS		ACCOUNT NUMBER	TOTAL HOURS	OVERTIME (OT) AND/OR COMP TIME (CT) EARNED
	IN	OUT	IN	OUT			USED (C)	EARNED			
SUN 6/29											
MON 6/30											
TUES 7/1											
WED 7/2											
THURS 7/3											
FRI 7/4											
SAT 7/5											
SUN 7/6											
MON 7/7											
TUES 7/8											
WED 7/9											
THURS 7/10											
FRI 7/11											
SAT 7/12											
PP TOTAL							AL SL ADM LWOP Comp. Time Other				
Regular hours: _____ Credit Hours: _____ 2/ TOTAL HOURS: _____											

- 1/ CORE HOURS: Tues, Wed, & Thurs: 9 - 11 & 1:30-3 pm = 3 1/2 hrs - Employees must be present or take leave
 BASE HOURS: Total hours worked minus OT or Comp. Time earned (OT/Comp time recorded in last column)
- 2/ Hours over basic biweekly requirement (FT = 80 hrs) are considered credit time (enter in Credit Time Earned column)

- MAXIFLEX OPTION:**
- ☐ 8 hour/day--5 day wk ☐ Full Time
- ☐ 5/4-9 work schedule ☐ Part Time
- ☐ 10 hour work schedule ☐ Intermittent
- ☐ Fully Flexible Option

U.S. DEPARTMENT OF THE INTERIOR
GEOLOGICAL SURVEY
Alternate Work Schedule
EMPLOYEE ATTENDANCE RECORD
GEOLOGIC DIVISION

CERTIFIED CORRECT:

 Employee's Signature Date

 Supervisor's Signature Date

NAME:		PAY PERIOD: 16				ENDING: July 26, 2003					
2003 DAY DATE	ARRIVAL/DEPARTURE TIME				TOTAL BASE HOURS WORKED (A) 1/	LEAVE USED (B)	CREDIT HOURS		ACCOUNT NUMBER	TOTAL HOURS	OVERTIME (OT) AND/OR COMP TIME (CT) EARNED
	IN	OUT	IN	OUT			USED (C)	EARNED			
SUN 7/13											
MON 7/14											
TUES 7/15											
WED 7/16											
THURS 7/17											
FRI 7/18											
SAT 7/19											
SUN 7/20											
MON 7/21											
TUES 7/22											
WED 7/23											
THURS 7/24											
FRI 7/25											
SAT 7/26											
PP TOTAL							AL SL ADM LWOP Comp. Time Other				
Regular hours: _____ Credit Hours: _____ 2/										TOTAL HOURS: _____	

- 1/ CORE HOURS: Tues, Wed, & Thurs: 9 - 11 & 1:30-3 pm = 3 1/2 hrs - Employees must be present or take leave
 BASE HOURS: Total hours worked minus OT or Comp. Time earned (OT/Comp time recorded in last column)
- 2/ Hours over basic biweekly requirement (FT = 80 hrs) are considered credit time (enter in Credit Time Earned column)

MAXI-FLEX OPTION.

SCHEMATIC

U.S. DEPARTMENT OF THE INTERIOR

CERTIFIED OBJECT.

- ☐ 8 hour/day--5 day wk
- ☐ 5/4-9 work schedule
- ☐ 10 hour work schedule
- ☐ Fully Flexible Option

☐ Full Time

☐ Part Time

☐ Intermittent

GEOLOGICAL SURVEY
Alternate Work Schedule
EMPLOYEE ATTENDANCE RECORD
GEOLOGIC DIVISION

Employee's Signature	Date
Supervisor's Signature	Date

NAME:					PAY PERIOD: 17			ENDING: August 9, 2003			
2003	ARRIVAL/DEPARTURE TIME				TOTAL BASE HOURS WORKED (A) 1/	LEAVE USED (B)	CREDIT HOURS		ACCOUNT NUMBER	TOTAL HOURS	OVERTIME (OT) AND/OR COMP TIME (CT) EARNED
	DAY	DATE	IN	OUT			IN	OUT			
SUN	7/27										
MON	7/28										
TUES	7/29										
WED	7/30										
THURS	7/31										
FRI	8/1										
SAT	8/2										
SUN	8/3										
MON	8/4										
TUES	8/5										
WED	8/6										
THURS	8/7										
FRI	8/8										
SAT	8/9										
PP TOTAL											

AL _____

SL _____

ADM _____

LWOP _____

Comp. Time _____

Other _____

Regular hours: _____

← Credit Hours: _____ 2/

TOTAL HOURS: _____

- MAXIFLEX OPTION:**
- ☐ 8 hour/day--5 day wk ☐ Full Time
- ☐ 5/4-9 work schedule ☐ Part Time
- ☐ 10 hour work schedule ☐ Intermittent
- ☐ Fully Flexible Option

U.S. DEPARTMENT OF THE INTERIOR
GEOLOGICAL SURVEY
Alternate Work Schedule
EMPLOYEE ATTENDANCE RECORD
GEOLOGIC DIVISION

CERTIFIED CORRECT:

 Employee's Signature Date

 Supervisor's Signature Date

NAME:		PAY PERIOD:		18		ENDING:		August 23, 2003								
2003		ARRIVAL/DEPARTURE TIME				TOTAL BASE HOURS WORKED (A) 1/		LEAVE USED (B)		CREDIT HOURS		ACCOUNT NUMBER	TOTAL HOURS	OVERTIME (OT) AND/OR COMP TIME (CT) EARNED		
DAY	DATE	IN	OUT	IN	OUT				USED (C)	EARNED						
SUN	8/10															
MON	8/11															
TUES	8/12															
WED	8/13															
THURS	8/14															
FRI	8/15															
SAT	8/16															
SUN	8/17															
MON	8/18															
TUES	8/19															
WED	8/20															
THURS	8/21															
FRI	8/22															
SAT	8/23															
PP TOTAL								AL	SL	ADM	LWOP	Comp. Time	Other			
		Regular hours: _____ Credit Hours: _____ 2/ TOTAL HOURS: _____														

- 1/ CORE HOURS: Tues, Wed, & Thurs: 9 - 11 & 1:30-3 pm = 3 1/2 hrs - Employees must be present or take leave
 BASE HOURS: Total hours worked minus OT or Comp. Time earned (OT/Comp time recorded in last column)
- 2/ Hours over basic biweekly requirement (FT = 80 hrs) are considered credit time (enter in Credit Time Earned column)

- MAXIFLEX OPTION:**
- ☐ 8 hour/day--5 day wk ☐ Full Time
- ☐ 5/4-9 work schedule ☐ Part Time
- ☐ 10 hour work schedule ☐ Intermittent
- ☐ Fully Flexible Option

U.S. DEPARTMENT OF THE INTERIOR
GEOLOGICAL SURVEY
Alternate Work Schedule
EMPLOYEE ATTENDANCE RECORD
GEOLOGIC DIVISION

CERTIFIED CORRECT:

 Employee's Signature Date

 Supervisor's Signature Date

NAME:		PAY PERIOD: 19				ENDING: September 6, 2003					
2003 DAY DATE	ARRIVAL/DEPARTURE TIME				TOTAL BASE HOURS WORKED (A) 1/	LEAVE USED (B)	CREDIT HOURS		ACCOUNT NUMBER	TOTAL HOURS	OVERTIME (OT) AND/OR COMP TIME (CT) EARNED
	IN	OUT	IN	OUT			USED (C)	EARNED			
SUN 8/24											
MON 8/25											
TUES 8/26											
WED 8/27											
THURS 8/28											
FRI 8/29											
SAT 8/30											
SUN 8/31											
MON 9/1											
TUES 9/2											
WED 9/3											
THURS 9/4											
FRI 9/5											
SAT 9/6											
PP TOTAL							AL SL ADM LWOP Comp. Time Other				
Regular hours: _____ Credit Hours: _____ 2/										TOTAL HOURS: _____	

- 1/ CORE HOURS: Tues, Wed, & Thurs: 9 - 11 & 1:30-3 pm = 3 1/2 hrs - Employees must be present or take leave
 BASE HOURS: Total hours worked minus OT or Comp. Time earned (OT/Comp time recorded in last column)
- 2/ Hours over basic biweekly requirement (FT = 80 hrs) are considered credit time (enter in Credit Time Earned column)

- MAXIFLEX OPTION:**
- ☐ 8 hour/day--5 day wk
- ☐ 5/4-9 work schedule
- ☐ 10 hour work schedule
- ☐ Fully Flexible Option

- SCHEDULE:**
- ☐ Full Time
- ☐ Part Time
- ☐ Interim

U.S. DEPARTMENT OF THE INTERIOR
GEOLOGICAL SURVEY
Alternate Work Schedule
EMPLOYEE ATTENDANCE RECORD
GEOLOGIC DIVISION

CERTIFIED CORRECT:

 Employee's Signature Date

 Supervisor's Signature Date

NAME:		PAY PERIOD: 20				ENDING: September 20, 2003					
2003 DAY DATE	ARRIVAL/DEPARTURE TIME				TOTAL BASE HOURS WORKED (A) 1/	LEAVE USED (B)	CREDIT HOURS		ACCOUNT NUMBER	TOTAL HOURS	OVERTIME (OT) AND/OR COMP TIME (CT) EARNED
	IN	OUT	IN	OUT			USED (C)	EARNED			
SUN 9/7											
MON 9/8											
TUES 9/9											
WED 9/10											
THURS 9/11											
FRI 9/12											
SAT 9/13											
SUN 9/14											
MON 9/15											
TUES 9/16											
WED 9/17											
THURS 9/18											
FRI 9/19											
SAT 9/20											
PP TOTAL											
AL _____ SL _____ ADM _____ LWOP _____ Comp. Time _____ Other _____											
TOTAL HOURS: _____											

1/ CORE HOURS: Tues, Wed, & Thurs: 9 - 11 & 1:30-3 pm = 3 1/2 hrs - Employees must be present or take leave
 BASE HOURS: Total hours worked minus OT or Comp. Time earned (OT/Comp time recorded in last column)
 2/ Hours over basic biweekly requirement (FT = 80 hrs) are considered credit time (enter in Credit Time Earned column)

- MAXIFLEX OPTION:**
- ☐ 8 hour/day--5 day wk
- ☐ 5/4-9 work schedule
- ☐ 10 hour work schedule
- ☐ Fully Flexible Option
- SCHEDULE:**
- ☐ Full Time
- ☐ Part Time
- ☐ Intermittent

U.S. DEPARTMENT OF THE INTERIOR
GEOLOGICAL SURVEY
Alternate Work Schedule
EMPLOYEE ATTENDANCE RECORD
GEOLOGIC DIVISION

CERTIFIED CORRECT:

 Employee's Signature Date

 Supervisor's Signature Date

NAME:		PAY PERIOD: 21		ENDING: October 4, 2003							
2003 DAY DATE	ARRIVAL/DEPARTURE TIME				TOTAL BASE HOURS WORKED (A) 1/	LEAVE USED (B)	CREDIT HOURS		ACCOUNT NUMBER	TOTAL HOURS	OVERTIME (OT) AND/OR COMP TIME (CT) EARNED
	IN	OUT	IN	OUT			USED (C)	EARNED			
SUN 9/21											
MON 9/22											
TUES 9/23											
WED 9/24											
THURS 9/25											
FRI 9/26											
SAT 9/27											
SUN 9/28											
MON 9/29											
TUES 9/30											
WED 10/1											
THURS 10/2											
FRI 10/3											
SAT 10/4											
PP TOTAL							AL SL ADM LWOP Comp. Time Other				
Regular hours: _____ Credit Hours: _____ 2/										TOTAL HOURS: _____	

- 1/ CORE HOURS: Tues, Wed, & Thurs: 9 - 11 & 1:30-3 pm = 3 1/2 hrs - Employees must be present or take leave
 BASE HOURS: Total hours worked minus OT or Comp. Time earned (OT/Comp time recorded in last column)
- 2/ Hours over basic biweekly requirement (FT = 80 hrs) are considered credit time (enter in Credit Time Earned column)

- MAXIFLEX OPTION:
- ☐ 8 hour/day--5 day wk ☐ Full Time
- ☐ 5/4-9 work schedule ☐ Part Time
- ☐ 10 hour work schedule ☐ Intermitent
- ☐ Fully Flexible Option

U.S. DEPARTMENT OF THE INTERIOR
GEOLOGICAL SURVEY
Alternate Work Schedule
EMPLOYEE ATTENDANCE RECORD
GEOLOGIC DIVISION

CERTIFIED CORRECT:

 Employee's Signature Date

 Supervisor's Signature Date

NAME:		PAY PERIOD: 22				ENDING: October 18, 2003					
2003 DAY DATE	ARRIVAL/DEPARTURE TIME				TOTAL BASE HOURS WORKED (A) 1/	LEAVE USED (B)	CREDIT HOURS		ACCOUNT NUMBER	TOTAL HOURS	OVERTIME (OT) AND/OR COMP TIME (CT) EARNED
	IN	OUT	IN	OUT			USED (C)	EARNED			
SUN 10/5											
MON 10/6											
TUES 10/7											
WED 10/8											
THURS 10/9											
FRI 10/10											
SAT 10/11											
SUN 10/12											
MON 10/13											
TUES 10/14											
WED 10/15											
THURS 10/16											
FRI 10/17											
SAT 10/18											
PP TOTAL							AL SL ADM LWOP Comp. Time Other				
Regular hours: _____ Credit Hours: _____ 2/										TOTAL HOURS: _____	

1/ CORE HOURS: Tues, Wed, & Thurs: 9 - 11 & 1:30-3 pm = 3 1/2 hrs - Employees must be present or take leave
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- ☐ 5/4-9 work schedule ☐ Part Time
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- ☐ Fully Flexible Option

U.S. DEPARTMENT OF THE INTERIOR
GEOLOGICAL SURVEY
Alternate Work Schedule
EMPLOYEE ATTENDANCE RECORD
GEOLOGIC DIVISION

CERTIFIED CORRECT:

 Employee's Signature Date

 Supervisor's Signature Date

NAME:		PAY PERIOD: 23				ENDING: November 1, 2003					
2003 DAY DATE	ARRIVAL/DEPARTURE TIME				TOTAL BASE HOURS WORKED (A) 1/	LEAVE USED (B)	CREDIT HOURS		ACCOUNT NUMBER	TOTAL HOURS	OVERTIME (OT) AND/OR COMP TIME (CT) EARNED
	IN	OUT	IN	OUT			USED (C)	EARNED			
SUN 10/19											
MON 10/20											
TUES 10/21											
WED 10/22											
THURS 10/23											
FRI 10/24											
SAT 10/25											
SUN 10/26											
MON 10/27											
TUES 10/28											
WED 10/29											
THURS 10/30											
FRI 10/31											
SAT 11/1											
PP TOTAL							AL SL ADM LWOP Comp. Time Other				
Regular hours: _____ Credit Hours: _____ 2/										TOTAL HOURS: _____	

- 1/ CORE HOURS: Tues, Wed, & Thurs: 9 - 11 & 1:30-3 pm = 3 1/2 hrs - Employees must be present or take leave
 BASE HOURS: Total hours worked minus OT or Comp. Time earned (OT/Comp time recorded in last column)
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