

LEAVE AND EXTRA TIME REPORT

_____ 1, _____ through _____ 31, _____

Date		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Portion of day *In hours and tenths of hour																	
Reason Code																	
Overtime hours *In hours and tenths of hour																	
Compensatory Time	Earned	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	Used																
Date		16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Portion of Day *In hours and tenths of hour																	
Reason Code																	
Overtime hours *In hours and tenths of hour																	
Compensatory Time	Earned	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	Used																

Lost Time Chart	.0 hour = 0 - 5 min.	.4 hour = 24 - 29 min.	.8 hour = 48 - 53 min.
	.1 hour = 6 - 11 min.	.5 hour = 30 - 35 min.	.9 hour = 54 - 59 min.
	.2 hour = 12 - 17 min.	.6 hour = 36 - 41 min.	1.0 hour = 60 min.
	.3 hour = 18 - 23 min.	.7 hour = 42 - 47 min.	
Extra Time Chart	.1 hour = 1 - 6 min.	.4 hour = 19 - 24 min.	.7 hour = 37 - 42 min.
	.2 hour = 7 - 12 min.	.5 hour = 25 - 30 min.	.8 hour = 43 - 48 min.
	.3 hour = 13 - 18 min.	.6 hour = 31 - 36 min.	.9 hour = 49 - 54 min.
			1.0 hour = 55 - 60 min.

REASON CODE
A = annual leave
P = personal illness or injury
F = family illness or injury
J = jury duty
M = military leave
B = death of family member
D = death of relative

FOR PAYROLL USE ONLY EXTRA TIME HOURS SUMMARY	
Week 1	_____
Week 2	_____
Week 3	_____
Week 4	_____
Week 5	_____
Total Extra Hours	_____

SOCIAL SECURITY NUMBER _____

Date _____ Signature of Employee _____

Date _____ Signature of Supervisor _____

TK LOC _____	Earning Code 170 _____	No. Hours _____	Earning Code 035 _____	Earning Code 030 _____
Job Code _____	Earning Code 180 _____	No. Hours _____	Total Hours _____	Total Hours _____
Pay ID _____	Earning Code 230 _____	No. Hours _____	Rate _____	Rate _____
Pay No. _____	Earning Code 310 _____	No. Hours _____	Amount _____	Amount _____
Assign No. _____	Earning Code _____	No. Hours _____	Account # _____	Account # _____