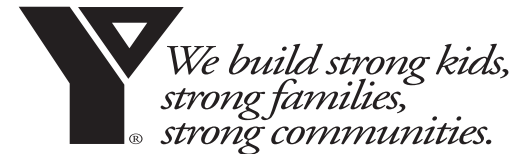


Employee File No.
 Employee Name
 Division/Dept.

Pay Period Start Date 6-Jan
 Pay Period End Date 19-Jan

Enter time in this format: 10:30 AM (note space between 10:30 and AM).



PCS Code(s) (optional)

WEEK 1

DEPT./DEPT#		HOME			DEPT./DEPT#					DEPT./DEPT#					DEPT./DEPT#							
DAY	DATE	IN	OUT	HOURS	DAY	DATE	IN	OUT	HOURS	DAY	DATE	IN	OUT	HOURS	DAY	DATE	IN	OUT	HOURS			
SAT	1/6				SAT	1/6				SAT	1/6				SAT	1/6						
SUN	1/7				SUN	1/7				SUN	1/7				SUN	1/7						
MON	1/8				MON	1/8				MON	1/8				MON	1/8						
TUES	1/9				TUES	1/9				TUES	1/9				TUES	1/9						
WED	1/10				WED	1/10				WED	1/10				WED	1/10						
THUR	1/11				THUR	1/11				THUR	1/11				THUR	1/11						
FRI	1/12				FRI	1/12				FRI	1/12				FRI	1/12						
					Rate Adjustment (admin. use only)					Rate Adjustment (admin. use only)					Rate Adjustment (admin. use only)					Week 1 Total		
				Total Hrs						Total Hrs						Total Hrs					Total Hours	
				Total Hrs						Total Hrs						Total Hrs					Total Reg Hours	
				Total Hrs						Total Hrs						Total Hrs					Overtime	

WEEK 2

DEPT./DEPT#		HOME			DEPT./DEPT#					DEPT./DEPT#					DEPT./DEPT#							
DAY	DATE	IN	OUT	HOURS	DAY	DATE	IN	OUT	HOURS	DAY	DATE	IN	OUT	HOURS	DAY	DATE	IN	OUT	HOURS			
SAT	1/13				SAT	1/13				SAT	1/13				SAT	1/13						
SUN	1/14				SUN	1/14				SUN	1/14				SUN	1/14						
MON	1/15				MON	1/15				MON	1/15				MON	1/15						
TUES	1/16				TUES	1/16				TUES	1/16				TUES	1/16						
WED	1/17				WED	1/17				WED	1/17				WED	1/17						
THUR	1/18				THUR	1/18				THUR	1/18				THUR	1/18						
FRI	1/19				FRI	1/19				FRI	1/19				FRI	1/19						
					Rate Adjustment (admin. use only)					Rate Adjustment (admin. use only)					Rate Adjustment (admin. use only)					Week 2 Total		
				Total Hrs						Total Hrs						Total Hrs					Total Hours	
				Total Hrs						Total Hrs						Total Hrs					Total Reg Hours	
				Total Hrs						Total Hrs						Total Hrs					Overtime	

Department Number	Alternate Rate	Reg Hrs	Overtime Hours	ESLB	PTO	Holiday Hrs	Other Hrs	Department Number	Reg Hrs	Overtime Hours	Total Hours

Employee Signature

Date

Supervisor Signature

Date