

Flexible Work Schedule Time Sheet

Name: _____ SSN: _____ PP: 1 Year: 2007

Actual Hours ►	Week 1							Week 2						
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Time In:														
Time Out:														
Time In:														
Time Out:														
Time In:														
Time Out:														
Total ►														
Transaction Code ▼														
01 - Regular Time														
61 - Annual Leave														
62- Sick Leave														
66 - Other Time (holiday)														
62-62 - Family Friendly														
29 - Credit Hours Earned														
50 - Credit Hours Used														
61-66 - Time-off Award														
32 - Comp. Time Earned														
64 - Comp. Time Used														
71 - Leave W/O Pay														
78-32 - Travel Comp. Earn														
78-64 - Travel Comp Used														
21 - Overtime														
65 - Military Leave Used														
Other:														
Total ►														

Total Hours
Week 1

Total Hours
Week 2

Total Hours
PP: 1

Employee Signature: _____

Supervisor Signature: _____

Leave Record PP: 1

	Forward	Earned	Available	Used	Balance
Annual	0	6	6	0	6
Sick	0	4	4	0	4
Credit	0	0	0	0	0
Compensatory	0	0	0	0	0
Travel Comp	0	0	0	0	0
LWOP				0	0
FF Leave				0	0
Military Leave	0		0	0	0