

STATE OF NORTH CAROLINA Judicial Branch of Government		REGULAR EMPLOYEE LEAVE AND WORK TIME RECORD						Length of Service					
Name of Employee Your Name Here						Hours Worked per Week		Month 1 January		Year 2019			
SECTION I: LEAVE TAKEN						SECTION II: DAILY TIME WORKED							
The information on this timesheet is for your personal use. This timesheet does not interact with BEACON, the official system of record.						Section II to be completed daily by employees eligible under FLSA for overtime. To calculate, enter time using the following format: 0:00 AM or 0:00 PM							
Type Leave:		Vacation	Sick	Com. Ser.	Bonus	*Other	Work Start		Lunch		Work Stop	Total Hrs.	Comments
Balance Forward:		0.00	0.00	0.00	0.00		Time	Out	In	Time	Worked		
Vol. Shared Leave:		0.00	0.00	NA	0.00	NA							
Sub Total:		0.00	0.00	0.00	0.00	0.00	Work Hours entered in hours and minutes					DECIMALS	
Day	Date						8:00 AM	12:00 PM	1:00 PM	5:00 PM	8.00	< EXAMPLE	
Mon		Do NOT enter leave taken Dec. 31, 2018 on this month's sheet.										0.00	DO enter time worked for Dec 31, 2018 here.
Tue	1					H						0.00	CODE 9300
Wed	2											0.00	
Thu	3											0.00	
Fri	4											0.00	
Sat	5											0.00	
Sun	6											0.00	Target Hours
							Week's total of hours actually worked:					0.00	0.00
Mon	7											0.00	
Tue	8											0.00	
Wed	9											0.00	
Thu	10											0.00	
Fri	11											0.00	
Sat	12											0.00	
Sun	13											0.00	Target Hours
							Week's total of hours actually worked:					0.00	0.00
Mon	14											0.00	
Tue	15											0.00	
Wed	16											0.00	
Thu	17											0.00	
Fri	18											0.00	
Sat	19											0.00	
Sun	20											0.00	Target Hours
							Week's total of hours actually worked:					0.00	0.00
Mon	21					H						0.00	CODE 9300
Tue	22											0.00	
Wed	23											0.00	
Thu	24											0.00	
Fri	25											0.00	
Sat	26											0.00	
Sun	27											0.00	Target Hours
							Week's total of hours actually worked:					0.00	0.00
Mon	28	DO enter leave taken for January 28th here.					Do NOT enter time worked for Janaury 28th here.						
Tue	29	DO enter leave taken for January 29th here.					Do NOT enter time worked for Janaury 29th here.						
Wed	30	DO enter leave taken for January 30th here.					Do NOT enter time worked for Janaury 30th here.						
Thu	31	DO enter leave taken for January 31st here.					Do NOT enter time worked for Janaury 31st here.						
Fri							DO enter them on next month's timesheet.						
Sat													
Sun													Target Hours
		SECTION III: SUMMARY					Week's total of hours actually worked:						
Accrual:		FALSE	FALSE	FALSE	0.00	0.00	Accrual occurs in BEACON AFTER 50% of the month has been achieved. For positive time employees, this occurs the day AFTER time has been entered, released AND approved in BEACON by the supervisor for 50% of the month.						
Comp Time Earned:			NA	NA	NA	NA							
Total Available:		0.00	0.00	0.00	0.00	0.00							
Total Taken:		0.00	0.00	0.00	0.00	0.00							
Ending Balance:		0.00	0.00	0.00	0.00	0.00							
Type Leave:		Vacation	Sick	Com. Ser.	Bonus	*Other							
Date 1/7/2019		Signature Of Employee					Date		Signature Of Supervisor				