

**\*\*Timesheet must reflect actual time worked**

PAY PERIOD START DATE 24-Apr END DATE 8-May

**EXAMPLE 1: INCORRECT**

		SUN	MON	TUES	WED	THUR	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI	SAT	SUN		
		4/24	4/25	4/26	4/27	4/28	4/29	4/30	5/1	5/2	5/3	5/4	5/5	5/6	5/7	5/8		TOTALS
REGULAR SCHEDULED HOURS	AHRS					8.00	8.00			8.00	8.00	8.00	8.00	8.00				56.00
OVERTIME - PAID	AOTP																	0.00
OVERTIME - COMP	AOTC						2.00											2.00
VACATION LEAVE (PERSONAL)	VACA		8.00	8.00	8.00													24.00
1ST DAY ILLNESS	1DAY																	0.00
SICK LEAVE (MAJOR MED)	SICK																	0.00
HOLIDAY PAY	HLDY																	0.00
ADMINISTRATIVE/JURY DUTY	JURY																	0.00
BEREAVEMENT LEAVE	BRVM																	0.00
TOTALS		0.00	8.00	8.00	8.00	8.00	10.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	0.00	82.00

PAY PERIOD START DATE 24-Apr END DATE 8-May

**EXAMPLE 1: CORRECT**

		SUN	MON	TUES	WED	THUR	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI	SAT	SUN		
		4/24	4/25	4/26	4/27	4/28	4/29	4/30	5/1	5/2	5/3	5/4	5/5	5/6	5/7	5/8		TOTALS
REGULAR SCHEDULED HOURS	AHRS					8.00	10.00			8.00	8.00	8.00	8.00	8.00				58.00
OVERTIME - PAID	AOTP																	0.00
OVERTIME - COMP	AOTC																	0.00
VACATION LEAVE (PERSONAL)	VACA		8.00	8.00	8.00													24.00
1ST DAY ILLNESS	1DAY																	0.00
SICK LEAVE (MAJOR MED)	SICK																	0.00
HOLIDAY PAY	HLDY																	0.00
ADMINISTRATIVE/JURY DUTY	JURY																	0.00
BEREAVEMENT LEAVE	BRVM																	0.00
TOTALS		0.00	8.00	8.00	8.00	8.00	10.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	0.00	82.00

**\*\*Timesheet must reflect actual time worked**

PAY PERIOD START DATE 25-May END DATE 8-Jun

**EXAMPLE 2: INCORRECT**

		WED	THURS	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI	SAT	SUN	MON	TUES	WED		
		5/25	5/26	5/27	5/28	5/29	5/30	5/31	6/1	6/2	6/3	6/4	6/5	6/6	6/7	6/8		TOTALS
REGULAR SCHEDULED HOURS	AHRS	8.00	8.00	8.00				8.00	8.00	8.00	8.00			8.00	8.00	8.00		80.00
OVERTIME - PAID	AOTP							1.00	1.00									2.00
OVERTIME - COMP	AOTC																	0.00
VACATION LEAVE (PERSONAL)	VACA																	0.00
1ST DAY ILLNESS	1DAY																	0.00
SICK LEAVE (MAJOR MED)	SICK																	0.00
HOLIDAY PAY	HLDY						8.00											8.00
ADMINISTRATIVE/JURY DUTY	JURY																	0.00
BEREAVEMENT LEAVE	BRVM																	0.00
TOTALS		8.00	8.00	8.00	0.00	0.00	8.00	9.00	9.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	0.00	90.00

PAY PERIOD START DATE 25-May END DATE 8-Jun

**EXAMPLE 2: CORRECT**

		WED	THURS	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI	SAT	SUN	MON	TUES	WED		
		5/25	5/26	5/27	5/28	5/29	5/30	5/31	6/1	6/2	6/3	6/4	6/5	6/6	6/7	6/8		TOTALS
REGULAR SCHEDULED HOURS	AHRS	8.00	8.00	8.00				9.00	9.00	8.00	6.00			8.00	8.00	8.00		80.00
OVERTIME - PAID	AOTP										2.00							2.00
OVERTIME - COMP	AOTC																	0.00
VACATION LEAVE (PERSONAL)	VACA																	0.00
1ST DAY ILLNESS	1DAY																	0.00
SICK LEAVE (MAJOR MED)	SICK																	0.00
HOLIDAY PAY	HLDY						8.00											8.00
ADMINISTRATIVE/JURY DUTY	JURY																	0.00
BEREAVEMENT LEAVE	BRVM																	0.00
TOTALS		8.00	8.00	8.00	0.00	0.00	8.00	9.00	9.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	0.00	90.00

**\*\*Timesheet must reflect actual time worked**

PAY PERIOD START DATE 24-Apr END DATE 8-May

**EXAMPLE 3: INCORRECT**

		SUN	MON	TUES	WED	THURS	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI	SAT	SUN		
		4/24	4/25	4/26	4/27	4/28	4/29	4/30	5/1	5/2	5/3	5/4	5/5	5/6	5/7	5/8		TOTALS
REGULAR SCHEDULED HOURS	AHRS		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00				80.00
OVERTIME - PAID	AOTP																	0.00
OVERTIME - COMP	AOTC									1.00	1.00	0.50	1.00	0.75				4.25
VACATION LEAVE (PERSONAL)	VACA																	0.00
1ST DAY ILLNESS	1DAY																	0.00
SICK LEAVE (MAJOR MED)	SICK																	0.00
HOLIDAY PAY	HLDY																	0.00
ADMINISTRATIVE/JURY DUTY	JURY																	0.00
BEREAVEMENT LEAVE	BRVM																	0.00
TOTALS		0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	9.00	9.00	8.50	9.00	8.75	0.00	0.00	0.00	84.25

PAY PERIOD START DATE 24-Apr END DATE 8-May

**EXAMPLE 3: CORRECT**

		SUN	MON	TUES	WED	THURS	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI	SAT	SUN		
		4/24	4/25	4/26	4/27	4/28	4/29	4/30	5/1	5/2	5/3	5/4	5/5	5/6	5/7	5/8		TOTALS
REGULAR SCHEDULED HOURS	AHRS		8.00	8.00	8.00	8.00	8.00			9.00	9.00	8.50	9.00	4.50				80.00
OVERTIME - PAID	AOTP																	0.00
OVERTIME - COMP	AOTC													4.25				4.25
VACATION LEAVE (PERSONAL)	VACA																	0.00
1ST DAY ILLNESS	1DAY																	0.00
SICK LEAVE (MAJOR MED)	SICK																	0.00
HOLIDAY PAY	HLDY																	0.00
ADMINISTRATIVE/JURY DUTY	JURY																	0.00
BEREAVEMENT LEAVE	BRVM																	0.00
TOTALS		0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	9.00	9.00	8.50	9.00	8.75	0.00	0.00	0.00	84.25