

Name:	Position:
Pay Period:	Spvr. Sign:

DATE	IN	LUNCH IN/OUT	OUT	COMPENSATION HOURS		EMPLOYEE INITIALS	OBSERVATIONS  Personal Day Sick Day Holiday		
		IIVOUT		ТО	FROM	INITIALS	Over Ti	Over Time Vacation Make Up Time	
Sunday / /									
Monday / /									
Tuesday / /									
Wednesday / /									
Thursday / /									
Friday / /									
Saturday / /									

DATE	IN	LUNCH OUT COMPENSATION HOURS			EMPLOYEE	OBSERVATIONS Personal Day		
		IN/OUT		ТО	FROM	INITIALS	Sick Day Holiday Over Time Vacation Make Up Time	
Sunday / /								
Monday / /								
Tuesday / /								
Wednesday / /								
Thursday / /								
Friday//								
Saturday//								

## FOR OFFICE USE ONLY

	Past	Current Year	This Period	Used	Available
Vacation Time					
Sick Time					
Personal Time					
Compensatory Time					