



Name: _____

Position: _____

Pay Period: _____

Spvr. Sign: _____

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

DATE	IN	LUNCH IN/OUT	OUT	COMPENSATION HOURS		EMPLOYEE INITIALS	OBSERVATIONS		
				TO	FROM		Personal Day Sick Day Over Time	Holiday 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					