

# TIME CAPTURE, TIMESHEETS

## PURPOSE

This entry guide describes the generic steps for entering time on a standard OSPA paper timesheet.

There are two paper timesheets, which may print with or without forecasted hours:

- Form #AD1743, the short form timesheet, includes the more commonly used pay and leave types
- Form #AD1744, the long form timesheet, does not have any printed pay or leave types and contains extra space for you to enter labor costing

Agency timekeepers or payroll enters your summarized time from the timesheets on the P003 Time Capture screen in OSPA.

## PREREQUISITES

**P020 Work Schedule Data** – You must have a current work schedule on the P020 Work Schedule Data screen. OSPA will use this schedule to forecast time for FLSA exempt employees and salaried employees, if applicable (see Notes, Forecast and Work Schedule Changes).

**P030 Job Status Data** – The agency personnel office must enter you in the Position and Personnel Database (the PPDB) before agency payroll can enter information in OSPA or the application will print a timesheet for you. The information from the PPDB will interface to OSPA and display on the P030 Job Status Data screen. The next month's timesheets will not reflect changes made in the PPDB after final run 1 of the prior month (see Notes, Payroll Runs below).

## ENTRIES

Action	More
1. Record your time and leave on the white copy (with all copies still attached) on a daily basis. Enter a separate line for each pay type, project, grant, PCA and/or index combination for each day. Below, see Attachments for examples and Notes for specific fields.	
2a. On your agency's preliminary payroll cutoff, remove the third (canary) copy of the form.	If the agency only processes timesheets after the end of the month, the canary copy is your copy.
2b. If your agency only processes timesheets after the end of the month, skip to # 7.	

Action	More
<p>3a. If you are an hourly employee, skip to the next step.</p> <p>3b. If you are a salaried employee, project the hours you will work for the rest of the month and enter them on the canary copy only.</p>	
<p>4. Total the hours for the month:</p> <ul style="list-style-type: none"> <li>▪ Add hours horizontally for each pay type and enter the total in the appropriate column – REG HRS, LWOP and MISC HRS. See Notes below.</li> <li>▪ Add each day's hours vertically and enter the totals at the bottom of the columns.</li> <li>▪ Add the totals for all days. This is a check figure.</li> <li>▪ Add REG HRS, LWOP and MISC HRS vertically and enter the totals at the bottom of the columns.</li> <li>▪ Add the sum of REG HRS, LWOP and MISC HRS.</li> <li>▪ The total for all of the days should equal the sum of REG HRS, LWOP and MISC HRS.</li> <li>▪ Enter the total number of days worked in PRELIM. For salaried employees, this includes the time projected for the rest of the month.</li> </ul>	
<p>5. Sign the canary copy and forward it to your supervisor.</p>	
<p>6. After you turn in the canary copy, continue to record work and leave hours for the rest of the month on the white copy of the timesheet (with the pink copy still attached).</p>	
<p>7. After the last work day of the month, total the hours actually worked for the month on the white copy (with the pink copy attached):</p> <ul style="list-style-type: none"> <li>▪ Add hours horizontally for each pay type and enter the total in appropriate column – REG HRS, LWOP and MISC HRS. See Notes below.</li> <li>▪ Add each day's hours vertically and enter the totals at the bottom of the columns.</li> <li>▪ Add the totals for all days. This is a check figure.</li> <li>▪ Add REG HRS, LWOP and MISC HRS vertically and enter the totals at the bottom of the columns.</li> <li>▪ Add the sum of REG HRS, LWOP and MISC HRS.</li> <li>▪ The total for all of the days should equal the sum of REG HRS, LWOP and MISC HRS.</li> <li>▪ Enter the total number of days worked for the month in FINAL.</li> </ul>	
<p>8. Sign the white copy (with pink copy still attached) and forward both copies to your supervisor.</p>	

## NOTES

**Blank Timesheets** – Your agency's payroll office will have spare, blank timesheets for the following:

- New hires who were not yet in the PPDB when timesheets printed
- Employees who had mid-month job changes that were not in the PPDB when timesheets printed

**Compensatory Time** – Report any compensatory time as the actual hours worked. OSPA will calculate the percentage if you are entitled to compensatory time at a percent greater than straight time.

**Concurrent Jobs** – Employees who have more than one concurrent job must maintain separate time records for each job. There will be a separate timesheet for each.

**Forecast** – For FLSA exempt (and, potentially, salaried employees), OSPA uses the work schedule on the P020 screen and your part-time / full-time status to forecast the hours you are expected to work for the month. Depending upon your timesheet setting on the P030 screen, OSPA may print the forecast at the top of your timesheet. It will also use the forecasted hours to edit the hours the agency timekeeper enters on the P003 screen.

**Holiday** – Holidays start at 12:01 am and end at midnight on the day recognized as the holiday. Eligible, full-time employees may claim up to 8 hours of holiday leave for a holiday. For part-time employees, holiday hours are pro-rated with the following formula:

$$\frac{\text{Total hrs worked + paid leave (excluding the holiday)}}{\text{Forecast for a full-time employee with this work schedule (excluding the holiday)}} \times 8 \text{ hrs}$$

For example,

- December had one holiday
- The forecast for a full-time employee with AA7 work schedule (8 hours, Monday thru Friday) would be 184 hours for the month
- A .50 FTE employee worked 88 hrs and received paid holiday leave for the Christmas holiday

$$\frac{88 \text{ hours worked}}{184 \text{ FTE forecasted hours} - 8 \text{ hrs HO}} = \frac{88}{176} \times 8 \text{ hrs} = 4 \text{ hr. HO}$$

Record the holiday time as follows:

- When the holiday falls on your regularly scheduled day to work and you have the day off, record it as HO, Holiday.
- When a holiday falls on your regularly scheduled day off, record it as CTS, Compensatory Time Straight.
- If you work on the holiday, record it as HO, Holiday and HP, Holiday Pay, or CTH, Comp Time Holiday.
- If you normally work more than 8 hours in a day and have the holiday off, enter 8 hours of HO and the rest will be some other leave type, such as VA, PB or CTL.
- If you are on LWOP for an entire month and the month includes a holiday, code the holiday as LWOP.

For temporary employees, some benefit packages do not include holiday pay or Governor's leave.

**Hourly employees** – For hourly employees, OSPA does not forecast time. They are generally paid on the 1<sup>st</sup> and 15<sup>th</sup> of each month for actual hours worked (lag basis). If you are an hourly employee, do not project your time for the preliminary cut-off for run 1.

**Hours Worked Less Than Forecast for Exempt and Salaried Employees** -- If your time is forecasted, you work the entire month, and do not work the forecasted hours, you must record the hours you did not work with an available leave type.

**Hours Worked Over Forecast for FLSA Non-Exempt and Salaried Employees** – If your time is forecasted, you work more than the forecast, and you are overtime eligible (O-T = Y on the P030 screen), record your additional time as overtime (OT) or accrued compensatory time (CTA).

If you are a part-time and/or job share employee, record your additional time as unscheduled straight time (UST), until the hours exceed the FULL TIME HOURS and then record the excess as OT or CTA.

If you are called into work outside your regular work schedule in a week that you took a furlough day, enter the time you worked that is >32 and <41 hours as FST "Straight Time with LA."

**Hours Worked Over Forecast for Represented Non-Management Service FLSA Exempt Employees** – If your time is forecasted, you work more than the forecast, and you are overtime eligible (O-T = Y on the P030 screen), record your additional time as straight time accrued (STA). When you use the accrued time, enter your time-off with straight time taken (ST).

If you are called into work outside your regular work schedule in a week that you took a furlough day, enter the time you worked that is >32 and <41 hours as FST, Straight Time with LA.

**Leave** – Your benefit package (which is determined by statewide policy or bargaining agreement) determines when you are eligible to use accrued leave and how much you accrue. Employees who are new to state service and still on trial service cannot use personal business or vacation leave while they are on trial service. You cannot use sick or vacation leave in the same month that it accrues.

**LWOP** – LWOP must be pre-approved. It may occur for a variety of circumstances, including:

- Federal or Oregon Family and Medical Leave (FMLA / OFLA)
- Injured workers (SAIF / CBIW)
- Military leave

Many of these circumstances are covered by federal or state law, statewide HR policies, and/or bargaining agreements. Check with your supervisor or agency payroll office to determine the rules that govern the leave and the pay types that you can use to enter time.

If you are on LWOP for an entire month and the month includes a holiday, code the holiday as LWOP.

Total all hours entered with a LWOP pay type (see Pay Types below) in the LWOP column on the timesheet. NOTE: the furlough obligation (LA) is an exception. Include the LA hours in REG HRS, not in LWOP.

**Overtime** -- If you worked more than the FULL TIME HOURS for your work schedule, follow the guidelines below for recording your time:

- If you are a full-time employee who is overtime eligible and FLSA non-exempt (O-T/FLSA CD = Y/N on the P030 Job Status Data screen), record your additional time as overtime (OT) or accrued compensatory time (CTA).
- If you are a full-time employee who is overtime eligible and FLSA exempt (O-T/FLSA CD = Y/E or Y/X on the P030 Job Status Data screen) record your overtime as straight time accrued (STA).
- If you are a part-time or job-share employee:
  - Record your additional time as unscheduled straight time (UST) until the total number of hours = the full-time equivalent for your work schedule
  - Record any time that exceeds the full-time equivalent as OT or CTA
- If you are an FLSA non-exempt or eligible FLSA exempt employee and you are called into work outside your regular work schedule in a week that you took a furlough day, enter the time you worked that is >32 and <41 hours as FST Straight Time with LA. (NOTE: check your collective bargaining agreement for other daily overtime provisions.)

Your benefit package will determine if SL and LWOP are included when calculating time worked for overtime. Contact your supervisor or payroll office for clarification.

Report CTA and OT as the actual hours worked. OSPA will calculate the percentage if you are entitled to OT or CTA at a percent greater than straight time.

Include the total of the OT, CTA, STA, FST and UST hours in the MISC HRS on the timesheet.

**Partial Hours Worked** – When you work less than or more than a full hour, enter the hours with up to two digits to the right of the decimal.

Following is an equivalency chart for portions of an hour worked:

Minutes	Equivalent
1	0.02
2	0.03
3	0.05
4	0.07
5	0.08
6	0.10
7	0.12
8	0.13
9	0.15
10	0.17
11	0.18
12	0.20
13	0.22
14	0.23
15	0.25
16	0.27
17	0.28

Minutes	Equivalent
31	0.52
32	0.53
33	0.55
34	0.57
35	0.58
36	0.60
37	0.62
38	0.63
39	0.65
40	0.67
41	0.68
42	0.70
43	0.72
44	0.73
45	0.75
46	0.77
47	0.78

Minutes	Equivalent
18	0.30
19	0.32
20	0.33
21	0.35
22	0.37
23	0.38
24	0.40
25	0.42
26	0.43
27	0.45
28	0.47
29	0.48
30	0.50

Minutes	Equivalent
48	0.80
49	0.82
50	0.83
51	0.85
52	0.87
53	0.88
54	0.90
55	0.92
56	0.93
57	0.95
58	0.97
59	0.98
60	1.00

**Payroll Runs** -- OSPA processes payroll twice each month – run 1 and run 2. Run 1, an anticipatory run, normally occurs between the 23<sup>rd</sup> and the 28<sup>th</sup> of the month for payment on the 1<sup>st</sup> of the following month. Run 2, a clean-up or perfecting run, normally processes around the 10<sup>th</sup> of the following month for payment on approximately the 15<sup>th</sup> of that month.

Each run consists of a preliminary and a final run. The preliminary run produces exception reports, which agency payroll uses to identify any needed changes prior to the final run. The preliminary run does not post to the OSPA databases or produce payments or reports (other than exception reports).

The final run:

- Produces reports and payments
- Posts to the OSPA databases
- Posts labor costs to R\*STARS
- Interfaces data to several other computer systems / applications

The OSPS Processing Calendar (<http://oregon.gov/DAS/SCD/OSPS/processtools.shtml>) includes the deadlines for each run. Your agency may establish an earlier deadline. This will give staff members in your agency enough time to enter your timesheet information prior to the OSPA preliminary run.

**Shift Differential** – Represented employees with salary range 22 or below receive a shift differential for each hour or major portion of an hour worked between 6:00 pm and 6:00 am Monday through Friday, and all hours on Saturday and Sunday.

If the shift differential is an hourly rate applied to hours worked, record the hours worked for the day on one line with a regular pay type. Enter the shift differential code on a separate line with the number of the hours subject to shift differential. Include the total for the differential hours in the MISC HRS column (See Attachments below for examples.)

Some union contracts require that the state pay shift differential in full hour increments. Round anything more than 30 minutes to 1 hour, round anything less than 30 minutes to zero.

Part-time employees working less than 32 hours per month are not eligible for shift differential. Temporary employees are not eligible.

**Temporary Employees** – Temporary employees are frequently hourly employees. For hourly employees, OSPA does not forecast time. They generally receive pay on the 1<sup>st</sup> and 15<sup>th</sup> of each month for actual hours worked (lag basis). If you are an hourly employee, do not project your time for the preliminary cut-off for run 1.

For temporary employees, regular hours worked in excess of 40 hours in a workweek are eligible for overtime. If you are part-time, record your additional time as unscheduled straight time (UST) until your hours total FULL TIME HOURS on the timesheet. After that, enter time as OT or CTA.

Depending upon the benefit package, temporary employees may not be eligible for accrued leave, differentials, holiday pay or Governor's leave.

**Timesheet Format** -- The agency determines the method the employee will use to record time. It displays in the TIMESHEET CD field on the P030 Job Status Data screen. Possible values include:

- N = no printed timesheet
- 1 = long form with forecast
- 2 = short form with forecast
- 3 = long form without forecast
- 4 = short form without forecast
- 5 = pre-formatted tape for batch time capture
- 6 = printed list of timesheet numbers assigned to individual employees

**Timesheet Production** – DAS Publishing and Distribution prints the three-part NCR timesheets and distributes them to agency payroll offices after run 1 final.

**Work Schedule Change** -- If you change your work schedule during the month and your timesheet includes a forecast, make the changes to the forecasted hours to reflect your new schedule. Your payroll office will change your schedule in OSPA prior to entering your time.

## **FORM #AD1743 AND FORM #AD1744 SHARED "FIELDS"**

**FULL TIME HOURS** – If OSPA prints your forecasted hours on your timesheet, it will print a number in the FULL TIME HOURS box. This is the number of hours a person working full-time with your work schedule would work for the pay period. If you normally work full-time, the sum of REG HRS and LWOP should equal FULL TIME HOURS.

**LINE** – Each line represents a different pay type. Unless you want to charge specific hours to a biennium, PCA, index, project or grant different from your normal labor costing, enter all of your time for a given PAY TYPE on the same LINE.

**MISC HRS** -- This category includes overtime, compensatory time accrued, premium pay, differentials, etc. See Pay Types below.

**PAY TYPE** – Your benefit package (which is determined by statewide policy or bargaining agreement) determines the pay types that you may use. The pay type may be included in the total for REG HRS, LWOP or MISC HRS on the timesheet.

Here are some of the most commonly used pay types and the total in which it will be included:

PAY TYPE	Description	REG HRS	LWOP	MISC HRS
BLD	Back-up lead worker differential			X
CD	Career development	X		
CTA	Compensatory time accrued			X
CTH	Compensatory time for holiday worked			X
CTL	Compensatory time taken	X		
CTS	Compensatory time accrued as straight time			X
FST	Straight time when employee works >32 but <41 hours in a week where there is a furlough day			X
GL	Governor's leave	X		
HO	Paid holiday leave	X		
HP	Holiday premium for holiday worked			X
JD	Paid leave for Jury Duty	X		
LA	Furlough obligation	X		
LE	LWOP, education		X	
LF	LWOP, suspension, disciplinary			
LG	LWOP, on-the-job injury		X	
LO	LWOP other		X	
LO2	LWOP, OFLA and FMLA		X	
LS	LWOP, sick		X	
LU	LWOP, unexcused		X	
LV	LWOP, vacation		X	
LX	LWOP, Military		X	
OT	Overtime worked			X
PB	Personal business	X		
PR	Pre-retirement leave	X		
RG	Regular hours worked	X		
SDA	Shift differential, \$1.35 / hr., 24-hr institutions			X
SDE	Shift differential for hours worked, other than day shift			X
SL	Paid sick leave	X		
ST	STA hours used	X		
STA	Overtime hours for represented non-management service, FLSA exempt employees. Accrued at straight time			X
UST	Unscheduled straight time, part-time employees			X
VA	Paid vacation leave	X		
VF	Management and Executive Service employees with an excess vacation leave account because of furlough obligations in the 2007-09 biennium	X		

Contact your supervisor or agency payroll office for a list of codes you may use. The OSPA Reference Manual, Codes, Pay and Leave Codes includes all pay codes for OSPA, <http://oregon.gov/DAS/SCD/OSPS/docs/pubs/appends/appendb.pdf>.

**REG HRS** – Regular time includes pay types that do not affect your normal pay, such as your normally scheduled time worked, excluding overtime, and any paid leave (see Pay Type above). If OSPA

forecasts your time, it will calculate a value based upon the forecasted hours. The total for the hours you enter will vary from the forecast if you have LWOP. Otherwise, your regular hours should be the same as the forecast.

NOTE: LA Furlough Obligation is included in REG HRS, even though it reduces your pay.

OSPA does not forecast time for hourly employees.

## **FORM #AD1744 “FIELDS”**

**AGENCY WORK CHARGE** – If you need to charge part or all of your time to a project and/or grant, you may need to enter the project and/or grant number and phase in the WORK CHARGE field next to those hours. To indicate that the numbers are a project and/or grant, enter three alpha characters before the grant and/or project number and phase. The characters include:

- PJT = project number
- GNT = grant
- GAP = both project and grant number, with grant number / phase first

**FIXED DISTRIBUTION OVERRIDE** -- When your agency’s personnel office sets up your record in the PPDB, they will enter up to four work charge codes that consist of a biennium, PCA and index. (For agencies that enter their financial information in R\*STARS at a summary level, these numbers may not be biennium, PCA and index.) When OSPA interfaces payroll expense data to R\*STARS, it will distribute your payroll costs to the work charge codes entered in the PPDB. If you need to charge specific hours to a different PCA / index, you can enter that information in the FIXED DISTRIBUTION OVERRIDE column on the long timesheet. See Attachments below for a sample timesheet.

## **EXCEPTIONS**

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## **TROUBLESHOOTING**

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## **SUPPORTING DOCUMENTATION**

The timesheet formats meet the FLSA requirements for maintaining a record of the actual hours worked for FLSA non-exempt employees. FLSA requires a retention period of three years for timesheets. OAR 166-300-0035(3) Employee Time Records sets a retention period of four years.

## **INTERACTIONS**

See the OSPA Reference Manual, Screen Descriptions for additional information about these screens.

## AFFECTED BY

**P020 Work Schedule Data** – Each employee must have a current work schedule on the P020 Work Schedule Data screen. For FLSA exempt and salaried employees, OSPA will use the work schedule to forecast the employee's time, print timesheets and edit the time entered.

**P030 Job Status Data** – Before agency payroll can enter payroll information or time for an employee, a staff member must enter job status information and employee demographics in the PPDB. The P030 screen displays job status information from the PPDB, including the employee's salary status, full-time/part-time status and percent, up to four labor cost codes, the employee's benefit package, timesheet code and eligibility for overtime.

**Payroll Benefit Package Table** – The Payroll Benefit Package Table determines the pay codes available to an employee with a specific benefit package. It also defines business rules and controls associated with each pay code. OSPS enters data through the ADB1 and ADB2 Payroll Benefit Package Table screens. Agency payroll can view them on the PTB1 and PTB2 Payroll Benefit Package Table screens.

## DIRECTLY AFFECTS

**P003 Time Capture** – An agency timekeeper or agency payroll enters the summarized time from the timesheet on the P003 Time Capture screen.

## INDIRECTLY AFFECTS

**P090 YTD Wages, Taxes, and Retirement** – summarizes the employee's earnings, taxes and retirement contributions for a designated calendar year. OSPA updates the P090 screen after each final payroll run.

**P091 YTD Wages, Taxes, and Retirement** – summarizes the employee's earnings, taxes and retirement contributions for a designated calendar year. It results from an on-line calculation and includes entries since the last final payroll run.

**P190 Payroll Register Data** – displays the employee's net pay amount for up to three months. OSPA updates the P190 screen after each final payroll run.

**P191 Register Summary** -- Shows the pay registers, including summarized time, for an employee for the last three pay periods in run, register set and concurrent job number order. OSPA updates the screen after each final payroll run.

**P192 Register Listing** -- Displays the payroll register detail, including reported time, for a designated employee, pay period and payroll run. OSPA updates the screen after each final payroll run and maintains the data for three pay periods.

**P370 Calculation of Current Payoff** – an on-line calculation that displays payment information from entries made since the last payroll run; it reflects time entered but not yet paid.

## RESOURCES

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### AUTHORITY / REFERENCES

U.S. Fair Labor Standards Act (FLSA), <http://www.dol.gov/whd/flsa/index.htm>

- Requires that the state maintain the following records for employees who are not FLSA exempt (FLSA CD = N on the P030 Job Status Data):
  - Time and day of week when employee's workweek begins
  - Hours worked each day
  - Total hours worked each workweek
- The timesheet formats meet the FLSA requirements for maintaining a record of actual hours worked for employees who are not exempt from FLSA.
- The state is not required to maintain the same detailed time records for FLSA exempt employees (FLSA CD = E or X on the P030). They only need to record exceptions to their schedule.

Oregon Revised Statutes (ORS), <http://www.leg.state.or.us/ors/>

- Chapter 292 Salaries and Expenses of State Officers and Employees
- 652.120 Establishing Regular Payday; Pay Intervals requires that the state:
  - Pay employees at least every 35 days
  - Pay the employee even if the employee has not submitted a timesheet

Oregon Accounting Manual (OAM),

[http://oregon.gov/DAS/SCD/SARS/oam\\_toc.shtml#Chapter\\_45\\_Payroll](http://oregon.gov/DAS/SCD/SARS/oam_toc.shtml#Chapter_45_Payroll)

- 45.07.00.PO Time Record Approval establishes the expectations that:
  - State employees will give accurate and timely reporting of time
  - Supervisors will review all time reported for accuracy and appropriateness
  - The employee's and the supervisor's signatures on the timesheet verify the accuracy of the time entered
  - Payroll will consult with the supervisor and employee before changing the timesheet
- 45.45.00 PO Separation of Duties

HR State Policy, <http://www.oregon.gov/DAS/HR/rules.shtml>

- 20.005.20 Fair Labor Standards Act
- Division 60 Employee Leave

Collective Bargaining Agreements, <http://oregon.gov/DAS/HR/CBAs.shtml>

### FORMS

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### REPORTS

See the OSPA Reference Manual, Report Descriptions for information about these reports.

B065A, B065C Timesheet Audit and Control  
 B030-020 Timesheet Forecast Control

## **ATTACHMENTS**

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Sample AD1743 and AD1744

## **REVISION HISTORY**

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<b>Date</b>	<b>Rev. No.</b>	<b>Modification</b>
03/20/07	1.0	Original
01/09/08	1.1	Add ST, STA
04/23/09	1.2	HO for temps; WR# 2884, P191 & P192
07/07/09	1.3	Add FLSA CD X
01/20/10	1.4	LA, FST, Appendices to Codes, pro-rating holidays



# OSPA Reference Manual

## OSPA Entry Guides

## Time Capture, Timesheets

FORM #AD1744 OREGON STATE PAYROLL SYSTEM EMPLOYEE MONTHLY TIMESHEET

PAYROLL AGENCY #	PERSONNEL AGENCY #	SHIFT	CHECK DIST	EMPLOYEE NAME	Employee ID#	CONC JOB	POSITION #	CLASS	PAY BASIS	APPT TYPE	WORK SCHED	TIME SHEET #
#####	#####	1###	1###	LASTNAME, FIRSTNAME I	OR#####		1#####	A####	S	P	AA7	
START TIME	O/T	DEN PKG	COST CENTER DISTRIBUTION						PERIOD ENDING			
800	Y		##### 0.25 % ##### 0.25 % ##### 0.5 %						2/28/07			

L I N E	DAY - DATE																															PAY TYPE	REG HRS	LWOP	MISC HRS	AGENCY WORK CHARGE	FIXED DISTRIBUTION OVERRIDE			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31									
01	8.00	8.00			8.00	8.00	8.00	8.00				8.00	8.00	8.00	8.00					8.00	8.00	8.00	8.00			8.00	8.00	8.00						RG	152.00					
02																			8.00															HO	8.00					
03																																		CTS				0.00		
04	4	4																		4	4													RG	24					
05	4	4			8																													RG	16				PJT 94321102	
06						8	8	8																										RG	28				GNT 54947807	
07																				4	4	4	4										RG	16				GAP 94321102, 54967807		
08													8	8	8	8	8																RG	44				075200010000		
09																			8															HO	8					
10																																		CTA	8					
11																				4	4	4	4										CTA			16		075900010000		
12																											8	8						SL	16					
13																																								
14																																								
15																																								
16																																								
17																																								
18																																								
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*	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	12	12	12	12	0.00	0.00	8.00	8.00	8.00	0.00	0.00	0.00				16.00	0.00	16.00			

OTHER ADJUSTMENTS, BASED ON NUMBER OF INCIDENTS:

LEAVE BALANCES AS OF:	# OF DAYS WORKED	FORECAST	PRELIM	FINAL
				176

TIME SHEET START DATE: 2/1/07 END DATE: 2/28/07

SIGNED, CERTIFYING TRUE AND ACCURATE: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

EMPLOYEE: \_\_\_\_\_

Total Hours by Day: 160.00  
Total Hours by Pay Type: 160.00

ABOVE TOTALS MUST EQUAL FOR TIMESHEET TO BALANCE