

ADJUSTMENT: _____

NAME: LCC Person's Name ID: SS# JOB CODE: _____ ASSIGNMENT: _____ BARGAINING UNIT: _____

Date	Regular Hours		OVERTIME				REG. HOURS	T1	T2	T3	S1	T4	T9	T5	T6	PAID LEAVE										UNPAID LEAVE																	
	Start	End	Start	End	Start	End										OT (.50)	A	S	SF	SB	P	CL	H	AO	SO	OTHER																	
3/1/1997							R																																				
3/2/1997							R																																				
3/3/1997	8:00 AM	4:30 PM					7.5																																				
3/4/1997	8:00 AM	4:30 PM					7.5																																				
3/5/1997	8:00 AM	4:30 PM					7.5																																				
3/6/1997	8:00 AM	4:30 PM					7.5																																				
3/7/1997	8:00 AM	4:30 PM					7.5																																				
3/8/1997							R																																				
3/9/1997							R																																				
3/10/1997	8:00 AM	4:30 PM					7.5																																				
3/11/1997	8:00 AM	4:30 PM					7.5																																				
3/12/1997	8:00 AM	4:30 PM					7.5																																				
3/13/1997	8:00 AM	4:30 PM					7.5																																				
3/14/1997	8:00 AM	4:30 PM					7.5																																				
Time and Attendance Input Codes							Wage Only 120																																				
Totals								210	215	220	260	262	264	255	200*	205*	300	310	312	314	320	330	350	510	500																		

Overtime Codes

- 200 - Half Time
- 205 - Holiday (Half Time)
- 230 - Holiday (Time & One Half)
- 235 - Call Time (1.00)

Other Paid Leaves

- 340 - Civil Leave
- 342 - Administrative Leave
- 344 - Military Leave
- 346 - Disability Leave
- 348 - Medical Leave
- 360 - Educational Leave
- 370 - Sick Leave 90 Day Ext.
- 372 - Annual Leave 90 Day Ext.

Unpaid Leave

- 520 - Tardy
- 530 - Military Leave
- 540 - Parental Leave
- 550 - Absent Without Leave
- 560 - Suspension
- 570 - Union Business
- 580 - Legal Strike
- 660 - Family Care Leave

Timekeeper/Employee Date

Supervisor Signature Date