

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 (25) Standby	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