

**Work Schedule Time Sheet**

This time sheet must be completed each workday for all employees to comply with OPM's requirement for daily accounting of attendance. Full-time employees must meet an 80-hour (or a prorated amount for part-time employees) biweekly work requirement each pay period.

Name: Joe DVMO Pay Period: 12 Year: 2024

Enter your proposed work hours at the top of the document

**Proposed Work Schedule**

Schedule changes: (fill-in proposed schedule below). Note: If no changes are noted, the employee is expected to work the schedule from the previous pay period. For employees on Maxiflex schedules, work and credit hours must be scheduled within your program's tour of duty hours, except as provided by the Program Maxiflex Plan and with the supervisor's permission; Sunday may only be used for earning credit hours. Instructions: Fill in the time-in and time-out for arrivals and departures. You need to indicate AM or PM when entering times. Use quarter hour increments. Indicate your lunch period in minutes (e.g. 1 hour = 60 minutes).

Week 1: 6/16/2024								Week 2: 6/23/2024								Pay Period
Time	Sun 16-Jun	Mon 17-Jun	Tue 18-Jun	Wed 19-Jun	Thu 20-Jun	Fri 21-Jun	Sat 22-Jun	Sun 23-Jun	Mon 24-Jun	Tue 25-Jun	Wed 26-Jun	Thu 27-Jun	Fri 28-Jun	Sat 29-Jun	Total Hours	
In:		7:00 AM	6:00 AM		7:00 AM	4:00 AM			6:00 AM	7:00 AM	1:00 PM	8:00 AM				
(Out:)		4:30 PM	9:00 AM		11:00 AM	1:30 PM			12:00 PM	5:00 PM	10:30 PM	5:30 PM				
(In:)			11:00 AM		2:00 PM				2:00 PM							
Lunch:		30	30		30	30			30	60	30	30				
Out:			5:30 PM		7:30 PM				5:30 PM							
Total: ▶		9.00	9.00		9.00	9.00			9.00	9.00	9.00	9.00			36.00	80.00
T&A Code	01		9.00	9.00		7.50	7.00		9.00	9.00	5.00	9.00			32.00	64.50
	11					1.50	2.00				4.00				4.00	7.50
	66				8.00											8.00
	AL - 61															
	SL - 62															
62-62																
Totals ▶		9.00	9.00	8.00	9.00	9.00			9.00	9.00	9.00	9.00			36.00	80.00

Leave Category
6

Annual Leave (61)
Brought Fwd
274.00
Accrued
6
Used
Balance
280.00

Sick Leave (62)
Brought Fwd
1108.00
Accrued
4
Used
Balance
1112.00

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

**Actual Work Schedule**

Instructions: Fill in the time-in and time-out for arrivals and departures. You need to indicate AM or PM when entering times. Use quarter hour increments. Indicate your lunch period in minutes (e.g. 1 hour = 60 minutes).

Week 1: 6/16/2024								Week 2: 6/23/2024								Timekeeper Section	
Time	Sun 16-Jun	Mon 17-Jun	Tue 18-Jun	Wed 19-Jun	Thu 20-Jun	Fri 21-Jun	Sat 22-Jun	Sun 23-Jun	Mon 24-Jun	Tue 25-Jun	Wed 26-Jun	Thu 27-Jun	Fri 28-Jun	Total Hours	Total Hours	T&A Code	Accounting Code
In:																	
(Out:)																	
(In:)																	
Lunch:																	
Out:																	
Total: ▶																	
T&A Code																	
	AL - 61															61	
	SL - 62															62	
	62-62															62-62	
Total: ▶																▶ Pay Period Total:	

Since the second Friday is a Standard Day Off, you do not need to enter any time because you have already worked 80 hours during the pay period.

<b>T&amp;A Codes:</b>	01 - Regular Time 61 - Annual Leave 66 - Sick Leave 71 - Other Time LWOP	61-66 - Time-Off Award 61-61 - Donated Annual Leave 62-62 - Family Sick Leave 78-32 - Comp Travel Earned 78-64 - Comp Travel Used	21 - Overtime 32 - Comp Lv Earned 64 - Comp Lv Used 29 - Credit Hr Earned 50 - Credit Hr Used
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Comp Time Tracker	Previous PP	Earned	Used	Balance
Travel Comp Tracker	Previous PP	8.50	Earned	Used
Credit Time Tracker	Previous PP	Earned	Used	Balance

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_