

## CALENDAR YEAR 2013 TIMESHEET PROCEDEURES

The State Controller's Office, as the state agency that manages the State of Idaho's payroll, sets deadlines each month of when information has to be in its systems for it to meet its payroll schedule. Based on those deadlines, we have set the following pay periods and associated pay dates for 2013. The pay schedule will change each year based on the State Controller's Office payroll calendar:

<b>PAY PERIOD</b>	<b>PAY DATE</b>	<b>HOURS IN PAY PERIOD (INCLUDING HOLIDAYS)</b>	<b>TIMESHEET DUE TO TCA</b>
November 18 – December 15, 2012	January 1, 2013	160	December 17, 2012
December 16, 2012 – January 12, 2013	February 1, 2013	160	January 15, 2013
January 13 – February 9, 2013	March 1, 2013	160	February 11, 2013
February 10 – March 16, 2013	April 1, 2013	200	March 18, 2013
March 17 – April 13, 2013	May 1, 2013	160	April 15, 2013
April 14 – May 18, 2013	June 1, 2013	200	May 20, 2013
May 19 – June 15, 2013	July 1, 2013	160	June 17, 2013
June 16 – July 13, 2013	August 1, 2013	160	July 15, 2013
July 14 – August 17, 2013	September 1, 2013	200	August 19, 2013
August 18 – September 14, 2013	October 1, 2013	160	September 16, 2013
September 15 – October 19, 2013	November 1, 2013	200	October 21, 2013
October 20 – November 16, 2013	December 1, 2013	160	November 18, 2013
<b>TOTAL HOURS</b>		<b>2,080</b>	

The following procedures are important to follow for completing and submitting your timesheets:

1. Indicate the number of hours worked each day (or leave accruals used).
2. At the end of the pay period, you must sign your timesheet and then submit it to your judge to approve the timesheet. Then, when both signatures are in place, submit your timesheet to the TCA, who will then send all timesheets to HR.
3. You will be paid the 1<sup>st</sup> day of the following month for the hours worked in a pay period.

**TIME SHEET — State of Idaho Judicial Branch**

S = Sick Time	CE = Comp Time Earned
V = Vacation	CU = Comp Time Used
H = Holiday	JD = Jury Duty
HC = Health Care Leave	

JUDICIAL DISTRICT: \_\_\_\_\_

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

**DUE TO TCA 12/17/12**

FOR PAY PERIOD BEGINNING 11/18/12 ENDING 12/15/12 PAY DATE 01/01/13

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
<i>Date</i>	18	19	20	21	22 - HOLIDAY	23	24	
<i>Week 1</i>								
<i>Date</i>	25	26	27	28	29	30	1-Dec	
<i>Week 2</i>								
<i>Date</i>	2	3	4	5	6	7	8	
<i>Week 3</i>								
<i>Date</i>	9	10	11	12	13	14	15	
<i>Week 4</i>								

**Justification of Comp Hours:**

Date	Overtime Hours	Comp Hours Earned x 1.5	Approved By	Details/Justification
<i>EXAMPLE</i>	<i>1.5</i>	<i>2.25</i>		<i>Waiting for Jury Verdict</i>

*I certify that this is a true and accurate record of my hours worked for the period indicated.*

Employee Signature _____	Date _____	Regular Hours	
		Vacation Leave	
		Sick Leave	
		Health Care Leave (24 hours per calendar year)	
Approved By Supervisor _____	Date _____	Holiday	
		Comp Time Used	
		<b>TOTAL HOURS PAID</b>	
		<b>COMP TIME CARRIED FORWARD</b>	
		<b>Comp Time Earned</b>	
		<b>COMP TIME BALANCE</b>	

**HR PURPOSES ONLY**

Total Hours Paid \_\_\_\_\_ X \_\_\_\_\_ (hourly rate) = \_\_\_\_\_

**TIME SHEET — State of Idaho Judicial Branch**

S = Sick Time	CE = Comp Time Earned
V = Vacation	CU = Comp Time Used
H = Holiday	JD = Jury Duty
HC = Health Care Leave	

**JUDICIAL DISTRICT:** \_\_\_\_\_

**EMPLOYEE NAME:** \_\_\_\_\_

**DUE TO TCA 1/15/2013**

**FOR PAY PERIOD BEGINNING** 12/16/12 **ENDING** 01/12/13

**PAY DATE** 02/01/13

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
<i>Date</i>	16	17	18	19	20	21	22	
<i>Week 1</i>								
<i>Date</i>	23	24	25 - HOLIDAY	26	27	28	29	
<i>Week 2</i>								
<i>Date</i>	30	31	Jan 1 - HOL	2	3	4	5	
<i>Week 3</i>								
<i>Date</i>	6	7	8	9	10	11	12	
<i>Week 4</i>								

**Justification of Comp Hours:**

Date	Overtime Hours	Comp Hours Earned x 1.5	Approved By	Details/Justification
<i>EXAMPLE</i>	1.5	2.25		<i>Waiting for Jury Verdict</i>

*I certify that this is a true and accurate record of my hours worked for the period indicated.*

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

Date \_\_\_\_\_

Approved By Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Regular Hours

Vacation Leave

Sick Leave

Health Care Leave (24 hours per calendar year)

Holiday

Comp Time Used

**TOTAL HOURS PAID**

**COMP TIME CARRIED FORWARD**

Comp Time Earned

**COMP TIME BALANCE**

**HR PURPOSES ONLY**

Total Hours Paid \_\_\_\_\_ X \_\_\_\_\_ (hourly rate) = \_\_\_\_\_

**TIME SHEET — State of Idaho Judicial Branch**

S = Sick Time	CE = Comp Time Earned
V = Vacation	CU = Comp Time Used
H = Holiday	JD = Jury Duty
HC = Health Care Leave	

**JUDICIAL DISTRICT:** \_\_\_\_\_

**EMPLOYEE NAME:** \_\_\_\_\_

**DUE TO TCA 2/11/2013**

**FOR PAY PERIOD BEGINNING**

01/13/13

**ENDING**

02/09/13

**PAY  
DATE**

03/01/13

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
<i>Date</i>	13	14	15	16	17	18	19	
<i>Week 1</i>								
<i>Date</i>	20	21 - HOLIDAY	22	23	24	25	26	
<i>Week 2</i>								
<i>Date</i>	27	28	29	30	31	1-Feb	2	
<i>Week 3</i>								
<i>Date</i>	3	4	5	6	7	8	9	
<i>Week 4</i>								

**Justification of Comp Hours:**

Date	Overtime Hours	Comp Hours Earned x 1.5	Approved By	Details/Justification
<i>EXAMPLE</i>	<i>1.5</i>	<i>2.25</i>		<i>Waiting for Jury Verdict</i>

*I certify that this is a true and accurate record of my hours worked for the period indicated.*

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

Date \_\_\_\_\_

Approved By Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Regular Hours

Vacation Leave

Sick Leave

Health Care Leave (24 hours per calendar year)

Holiday

Comp Time Used

**TOTAL HOURS PAID**

**COMP TIME CARRIED FORWARD**

Comp Time Earned

**COMP TIME BALANCE**

**HR PURPOSES ONLY**

Total Hours Paid \_\_\_\_\_ X \_\_\_\_\_ (hourly rate) = \_\_\_\_\_

**TIME SHEET — State of Idaho Judicial Branch**

**S = Sick Time**                      **CE = Comp Time Earned**  
**V = Vacation**                      **CU = Comp Time Used**  
**H = Holiday**                        **JD = Jury Duty**  
**HC = Health Care Leave**

**JUDICIAL DISTRICT:** \_\_\_\_\_

**EMPLOYEE NAME:** \_\_\_\_\_

**DUE TO TCA 3/18/2013**

**FOR PAY PERIOD BEGINNING**    02/10/13    **ENDING**    03/16/13

**PAY DATE**    04/01/13

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
<i>Date</i>	10	11	12	13	14	15	16	
<i>Week 1</i>								
<i>Date</i>	17	18	19	20	21	22	23	
<i>Week 2</i>								
<i>Date</i>	24	25	26	27	28	1-Mar	2	
<i>Week 3</i>								
<i>Date</i>	3	4	5	6	7	8	9	
<i>Week 4</i>								
<i>Date</i>	10	11	12	13	14	15	16	
<i>Week 5</i>								

**Justification of Comp Hours:**

Date	Overtime Hours	Comp Hours Earned x 1.5	Approved By	Details/Justification
<i>EXAMPLE</i>	1.5	2.25		<i>Waiting for Jury Verdict</i>

*I certify that this is a true and accurate record of my hours worked for the period indicated.*

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

Date \_\_\_\_\_

Approved By Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Regular Hours	
Vacation Leave	
Sick Leave	
Health Care Leave (24 hours per calendar year)	
Holiday	
Comp Time Used	
<b>TOTAL HOURS PAID</b>	
<b>COMP TIME CARRIED FORWARD</b>	
Comp Time Earned	
<b>COMP TIME BALANCE</b>	

**HR PURPOSES ONLY**

Total Hours Paid \_\_\_\_\_ X \_\_\_\_\_ (hourly rate) = \_\_\_\_\_

**TIME SHEET** — State of Idaho Judicial Branch

S = Sick Time                      CE = Comp Time Earned  
 V = Vacation                      CU = Comp Time Used  
 H = Holiday                      JD = Jury Duty  
 HC = Health Care Leave

**JUDICIAL DISTRICT:** \_\_\_\_\_

**EMPLOYEE NAME:** \_\_\_\_\_

**DUE TO TCA 4/15/2013**

**FOR PAY PERIOD BEGINNING** 03/17/13 **ENDING** 04/13/13

**PAY DATE** 05/01/13

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
<i>Date</i>	17	18	19	20	21	22	23	
<i>Week 1</i>								
<i>Date</i>	24	25	26	27	28	29	30	
<i>Week 2</i>								
<i>Date</i>	31	1-Apr	2	3	4	5	6	
<i>Week 3</i>								
<i>Date</i>	7	8	9	10	11	12	13	
<i>Week 4</i>								

**Justification of Comp Hours:**

Date	Overtime Hours	Comp Hours Earned x 1.5	Approved By	Details/Justification
<i>EXAMPLE</i>	<i>1.5</i>	<i>2.25</i>		<i>Waiting for Jury Verdict</i>

*I certify that this is a true and accurate record of my hours worked for the period indicated.*

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

Date \_\_\_\_\_

Approved By Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Regular Hours	
Vacation Leave	
Sick Leave	
Health Care Leave (24 hours per calendar year)	
Holiday	
Comp Time Used	
<b>TOTAL HOURS PAID</b>	
<b>COMP TIME CARRIED FORWARD</b>	
Comp Time Earned	
<b>COMP TIME BALANCE</b>	

**HR PURPOSES ONLY**

Total Hours Paid \_\_\_\_\_ X \_\_\_\_\_ (hourly rate) = \_\_\_\_\_

**TIME SHEET — State of Idaho Judicial Branch**

S = Sick Time                      CE = Comp Time Earned  
 V = Vacation                      CU = Comp Time Used  
 H = Holiday                      JD = Jury Duty  
 HC = Health Care Leave

**JUDICIAL DISTRICT:** \_\_\_\_\_

**EMPLOYEE NAME:** \_\_\_\_\_

**DUE TO TCA 5/20/2013**

**FOR PAY PERIOD BEGINNING**

04/14/13

**ENDING**

05/18/13

**PAY  
DATE**

06/01/13

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
<i>Date</i>	14	15	16	17	18	19	20	
<i>Week 1</i>								
<i>Date</i>	21	22	23	24	25	26	27	
<i>Week 2</i>								
<i>Date</i>	28	29	30	1-May	2	3	4	
<i>Week 3</i>								
<i>Date</i>	5	6	7	8	9	10	11	
<i>Week 4</i>								
<i>Date</i>	12	13	14	15	16	17	18	
<i>Week 5</i>								
<b>Date</b>	<b>Overtime Hours</b>	<b>Comp Hours Earned x 1.5</b>	<b>Approved By</b>	<b>Details/Justification</b>				
<i>EXAMPLE</i>	<i>1.5</i>	<i>2.25</i>		<i>Waiting for Jury Verdict</i>				

*I certify that this is a true and accurate record of my hours worked for the period indicated.*

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

Date \_\_\_\_\_

Approved By Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Regular Hours	
Vacation Leave	
Sick Leave	
Health Care Leave (24 hours per calendar year)	
Holiday	
Comp Time Used	
<b>TOTAL HOURS PAID</b>	
<b>COMP TIME CARRIED FORWARD</b>	
Comp Time Earned	
<b>COMP TIME BALANCE</b>	

**HR PURPOSES ONLY**

Total Hours Paid \_\_\_\_\_ X \_\_\_\_\_ (hourly rate) = \_\_\_\_\_

**TIME SHEET — State of Idaho Judicial Branch**

S = Sick Time                      CE = Comp Time Earned  
 V = Vacation                      CU = Comp Time Used  
 H = Holiday                      JD = Jury Duty  
 HC = Health Care Leave

**JUDICIAL DISTRICT:** \_\_\_\_\_

**EMPLOYEE NAME:** \_\_\_\_\_

**DUE TO TCA 6/17/2013**

**FOR PAY PERIOD BEGINNING**

05/19/13

**ENDING**

06/15/13

**PAY  
DATE**

07/01/13

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
<i>Date</i>	19	20	21	22	23	24	25	
<i>Week 1</i>								
<i>Date</i>	26	27 - HOLIDAY	28	29	30	31	1-Jun	
<i>Week 2</i>								
<i>Date</i>	2	3	4	5	6	7	8	
<i>Week 3</i>								
<i>Date</i>	9	10	11	12	13	14	15	
<i>Week 4</i>								

**Justification of Comp Hours:**

Date	Overtime Hours	Comp Hours Earned x 1.5	Approved By	Details/Justification
<i>EXAMPLE</i>	<i>1.5</i>	<i>2.25</i>		<i>Waiting for Jury Verdict</i>

*I certify that this is a true and accurate record of my hours worked for the period indicated.*

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

Date \_\_\_\_\_

Approved By Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Regular Hours	
Vacation Leave	
Sick Leave	
Health Care Leave (24 hours per calendar year)	
Holiday	
Comp Time Used	
<b>TOTAL HOURS PAID</b>	
<b>COMP TIME CARRIED FORWARD</b>	
Comp Time Earned	
<b>COMP TIME BALANCE</b>	

**HR PURPOSES ONLY**

Total Hours Paid \_\_\_\_\_ X \_\_\_\_\_ (hourly rate) = \_\_\_\_\_

**TIME SHEET — State of Idaho Judicial Branch**

S = Sick Time                      CE = Comp Time Earned  
 V = Vacation                      CU = Comp Time Used  
 H = Holiday                      JD = Jury Duty  
 HC = Health Care Leave

JUDICIAL DISTRICT: \_\_\_\_\_

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

**DUE TO TCA 7/15/2013**

FOR PAY PERIOD BEGINNING 06/16/13 ENDING 07/13/13

PAY DATE 08/01/13

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
<i>Date</i>	16	17	18	19	20	21	22	
<i>Week 1</i>								
<i>Date</i>	23	24	25	26	27	28	29	
<i>Week 2</i>								
<i>Date</i>	30	1-Jul	2	3	4 - HOLIDAY	5	6	
<i>Week 3</i>								
<i>Date</i>	7	8	9	10	11	12	13	
<i>Week 4</i>								

**Justification of Comp Hours:**

Date	Overtime Hours	Comp Hours Earned x 1.5	Approved By	Details/Justification
<i>EXAMPLE</i>	<i>1.5</i>	<i>2.25</i>		<i>Waiting for Jury Verdict</i>

*I certify that this is a true and accurate record of my hours worked for the period indicated.*

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

Date \_\_\_\_\_

Approved By Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Regular Hours	
Vacation Leave	
Sick Leave	
Health Care Leave (24 hours per calendar year)	
Holiday	
Comp Time Used	
<b>TOTAL HOURS PAID</b>	
<b>COMP TIME CARRIED FORWARD</b>	
Comp Time Earned	
<b>COMP TIME BALANCE</b>	

**HR PURPOSES ONLY**

Total Hours Paid \_\_\_\_\_ X \_\_\_\_\_ (hourly rate) = \_\_\_\_\_

**TIME SHEET — State of Idaho Judicial Branch**

S = Sick Time	CE = Comp Time Earned
V = Vacation	CU = Comp Time Used
H = Holiday	JD = Jury Duty
HC = Health Care Leave	

**JUDICIAL DISTRICT:** \_\_\_\_\_

**EMPLOYEE NAME:** \_\_\_\_\_

**DUE TO TCA 8/19/2013**

**FOR PAY PERIOD BEGINNING** 07/14/13 **ENDING** 08/17/13

**PAY DATE** 09/01/13

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
<i>Date</i>	14	15	16	17	18	19	20	
<i>Week 1</i>								
<i>Date</i>	21	22	23	24	25	26	27	
<i>Week 2</i>								
<i>Date</i>	28	29	30	31	1-Aug	2	3	
<i>Week 3</i>								
<i>Date</i>	4	5	6	7	8	9	10	
<i>Week 4</i>								
<i>Date</i>	11	12	13	14	15	16	17	
<i>Week 5</i>								

**Justification of Comp Hours:**

Date	Overtime Hours	Comp Hours Earned x 1.5	Approved By	Details/Justification
<i>EXAMPLE</i>	<i>1.5</i>	<i>2.25</i>		<i>Waiting for Jury Verdict</i>

*I certify that this is a true and accurate record of my hours worked for the period indicated.*

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

Date \_\_\_\_\_

Approved By Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Regular Hours	
Vacation Leave	
Sick Leave	
Health Care Leave (24 hours per calendar year)	
Holiday	
Comp Time Used	
<b>TOTAL HOURS PAID</b>	
<b>COMP TIME CARRIED FORWARD</b>	
Comp Time Earned	
<b>COMP TIME BALANCE</b>	

**HR PURPOSES ONLY**

Total Hours Paid \_\_\_\_\_ X \_\_\_\_\_ (hourly rate) = \_\_\_\_\_

**TIME SHEET — State of Idaho Judicial Branch**

S = Sick Time	CE = Comp Time Earned
V = Vacation	CU = Comp Time Used
H = Holiday	JD = Jury Duty
HC = Health Care Leave	

**JUDICIAL DISTRICT:** \_\_\_\_\_

**EMPLOYEE NAME:** \_\_\_\_\_

**DUE TO TCA 9/16/2013**

**FOR PAY PERIOD BEGINNING** 08/18/13 **ENDING** 09/14/13

**PAY DATE** 10/01/13

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
<i>Date</i>	18	19	20	21	22	23	24	
<i>Week 1</i>								
<i>Date</i>	25	26	27	28	29	30	31	
<i>Week 2</i>								
<i>Date</i>	1-Sep	2 - HOLIDAY	3	4	5	6	7	
<i>Week 3</i>								
<i>Date</i>	8	9	10	11	12	13	14	
<i>Week 4</i>								

**Justification of Comp Hours:**

Date	Overtime Hours	Comp Hours Earned x 1.5	Approved By	Details/Justification
<i>EXAMPLE</i>	1.5	2.25		<i>Waiting for Jury Verdict</i>

*I certify that this is a true and accurate record of my hours worked for the period indicated.*

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

Date \_\_\_\_\_

Approved By Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Regular Hours	
Vacation Leave	
Sick Leave	
Health Care Leave (24 hours per calendar year)	
Holiday	
Comp Time Used	
<b>TOTAL HOURS PAID</b>	
<b>COMP TIME CARRIED FORWARD</b>	
Comp Time Earned	
<b>COMP TIME BALANCE</b>	

**HR PURPOSES ONLY**

Total Hours Paid \_\_\_\_\_ X \_\_\_\_\_ (hourly rate) = \_\_\_\_\_

**TIME SHEET — State of Idaho Judicial Branch**

S = Sick Time                      CE = Comp Time Earned  
 V = Vacation                      CU = Comp Time Used  
 H = Holiday                        JD = Jury Duty  
 HC = Health Care Leave

**JUDICIAL DISTRICT:** \_\_\_\_\_

**EMPLOYEE NAME:** \_\_\_\_\_

**DUE TO TCA 10/21/2013**

**FOR PAY PERIOD BEGINNING** 09/15/13 **ENDING** 10/19/13

**PAY DATE** 11/01/13

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
<i>Date</i>	15	16	17	18	19	20	21	
<i>Week 1</i>								
<i>Date</i>	22	23	24	25	26	27	28	
<i>Week 2</i>								
<i>Date</i>	29	30	1-Oct	2	3	4	5	
<i>Week 3</i>								
<i>Date</i>	6	7	8	9	10	11	12	
<i>Week 4</i>								
<i>Date</i>	13	14 - HOLIDAY	15	16	17	18	19	
<i>Week 5</i>								
<b>Date</b>	<b>Overtime Hours</b>	<b>Comp Hours Earned x 1.5</b>	<b>Approved By</b>	<b>Details/Justification</b>				
<i>EXAMPLE</i>	<i>1.5</i>	<i>2.25</i>		<i>Waiting for Jury Verdict</i>				

*I certify that this is a true and accurate record of my hours worked for the period indicated.*

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

Date \_\_\_\_\_

Approved By Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Regular Hours	
Vacation Leave	
Sick Leave	
Health Care Leave (24 hours per calendar year)	
Holiday	
Comp Time Used	
<b>TOTAL HOURS PAID</b>	
<b>COMP TIME CARRIED FORWARD</b>	
Comp Time Earned	
<b>COMP TIME BALANCE</b>	

**HR PURPOSES ONLY**

Total Hours Paid \_\_\_\_\_ X \_\_\_\_\_ (hourly rate) = \_\_\_\_\_

**TIME SHEET — State of Idaho Judicial Branch**

S = Sick Time                      CE = Comp Time Earned  
 V = Vacation                      CU = Comp Time Used  
 H = Holiday                        JD = Jury Duty  
 HC = Health Care Leave

**JUDICIAL DISTRICT:** \_\_\_\_\_

**EMPLOYEE NAME:** \_\_\_\_\_

**DUE TO TCA 11/18/2013**

**FOR PAY PERIOD BEGINNING**

10/20/13

**ENDING**

11/16/13

**PAY  
DATE**

12/01/13

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
<i>Date</i>	20	21	22	23	24	25	26	
<i>Week 1</i>								
<i>Date</i>	27	28	29	30	31	1-Nov	2	
<i>Week 2</i>								
<i>Date</i>	3	4	5	6	7	8	9	
<i>Week 3</i>								
<i>Date</i>	10	11 HOLIDAY	12	13	14	15	16	
<i>Week 4</i>								

**Justification of Comp Hours:**

Date	Overtime Hours	Comp Hours Earned x 1.5	Approved By	Details/Justification
<i>EXAMPLE</i>	<i>1.5</i>	<i>2.25</i>		<i>Waiting for Jury Verdict</i>

*I certify that this is a true and accurate record of my hours worked for the period indicated.*

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

Date \_\_\_\_\_

Approved By Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Regular Hours	
Vacation Leave	
Sick Leave	
Health Care Leave (24 hours per calendar year)	
Holiday	
Comp Time Used	
<b>TOTAL HOURS PAID</b>	
<b>COMP TIME CARRIED FORWARD</b>	
Comp Time Earned	
<b>COMP TIME BALANCE</b>	

**HR PURPOSES ONLY**

Total Hours Paid \_\_\_\_\_ X \_\_\_\_\_ (hourly rate) = \_\_\_\_\_