

40 HOUR WEEK
1/2 hour Over Time accrued per day

35 HOUR WEEK
2 1/2 hours of leave credit charged on Wed.

**For time accounting purposes,
Wed. is treated as an 11 1/4 hour day!**

	Dates >	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Sub Total	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Sub Total
		TIME	IN	7:30	7:30			7:30	7:30	7:30		7:30	7:30			P.D.	7:30
	OUT	11:30	11:30			11:30	11:30	11:30		11:30	11:30				11:30	11:30	
	IN	12:00	12:00			12:00	12:00	12:00		12:15	12:15				12:15	12:15	
	OUT	4:00	4:00			4:00	4:00	4:00		5:00	5:00				5:00	5:00	
	IN																
	OUT																
RECE	Over Time	Time	0:30	0:30		0:30	0:30	0:30	2:30								
		Paid															
CORAD	L C	Vacation															
	E H	Sick															
	A A	Personal															
	V R	Overtime														2:30	2:30
	E G	Other															
		Holiday															
	Holiday Work																
	Legal Holiday																
Activity Record		Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Sub Total	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Sub Total
TOTALS		8:00	8:00			8:00	8:00	8:00	40:00	8:45	8:45				8:45	8:45	35:00

Bi-Weekly Check	
Sub-totals	75
plus	+
Legal Holiday	0
plus	+
Leave Charges	2.5
minus	-
OT Earned	2.5
Must Equal	-----
75	75

Weekly Check	0:30	0:30			0:30	0:30	0:30	2:30	1:15	1:15			-7:30	1:15	1:15	-2:30
+/- 7 1/2 Hours for 5 Days																

40/35 CWS - Total Hours Equaling 75

40 HOUR WEEK
1/2 hour Over Time accrued per day
Charge 7 1/2 Hours for a Full Day Off

35 HOUR WEEK
2 1/2 hours of leave credit charged on Wed.
Charge 8 3/4 Hours for a Full Day Off

	Dates >	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Sub	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Sub	
		Total	Total	Total	Total	Total	Total	Total	Total									
T I M E	IN	7:30	7:30			7:30		7:30		7:30				P.D.	7:30	7:30		
	OUT	11:30	11:30			11:30		11:30		11:30					11:30	11:30		
	IN	12:00	12:00			12:00		12:00		12:15					12:15	12:15		
	OUT	4:00	4:00			4:00		4:00		5:00					5:00	5:00		
	IN																	
	OUT																	
R E C O R D	Over Time	Time	0:30	0:30		0:30		0:30	2:00									
		Paid																
C O M P O S I T I O N	L	C	Vacation				7:30		7:30		8:45					0:30	9:15	
	E	H	Sick															
	A	A	Personal															
	V	R	Overtime													2:00	2:00	
	E	G	Other															
		E	Holiday															
		Holiday Work																
		Legal Holiday																
Activity Record		Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Sub	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Sub	
TOTALS		8:00	8:00			8:00		8:00	32:00	8:45					8:45	8:45	26:15	

Bi-Weekly Check	
Sub-totals	58.25
plus	+
Legal Holiday	0
plus	+
Leave Charges	18.75
minus	-
OT Earned	2
Must Equal	-----
	75 75

Weekly Check	0:30	0:30			0:30	-7:30	0:30	-5:30	1:15	-7:30			-7:30	1:15	1:15	-11:15
+/- 7 1/2 Hours for 5 Days																

40/35 CWS - Full Day Off During Each Work Week

40 HOUR WEEK
1/2 hour Over Time accrued per day

35 HOUR WEEK
2 1/2 hours of leave credit charged on Wed.

Over Time is earned after 7 1/2 Hours per Day

Over Time is earned after 8 3/4 Hours per Day

	Dates >	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Sub	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Sub	
		Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	
T I M E	IN	7:30	7:30			6:00	7:30	7:30		7:30	7:30			P.D.	6:00	7:30		
	OUT	11:30	11:30			11:30	11:30	11:30		11:30	11:30					11:30		11:30
	IN	12:00	12:00			12:00	12:00	12:00		12:15	12:15					12:15		12:15
	OUT	4:00	4:00			6:30	4:00	4:00		5:00	5:00					6:45		5:00
	IN																	
	OUT																	
R E C O R D	Over Time	Time	0:30	0:30		1:30			2:30						2:30		2:30	
		Paid				3:00	0:30	0:30	4:00						0:45		0:45	
C O L E A V E	L C	Vacation																
	E H	Sick																
	A A	Personal																
	V R	Overtime														2:30	2:30	
	E G	Other																
	E	Holiday																
	Holiday Work																	
	Legal Holiday																	
Activity Record		Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Sub	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Sub	
TOTALS		8:00	8:00			12:00	8:00	8:00	44:00	8:45	8:45				12:00	8:45	38:15	

Bi-Weekly Check	
Sub-totals	82.25
plus	+
Legal Holiday	0
plus	+
Leave Charges	2.5
minus	-
OT Earned	9.75
Must Equal	-----
75	75

Weekly Check	0:30	0:30			4:30	0:30	0:30	6:30	1:15	1:15			-7:30	4:30	1:15	0:45
+/- 7 1/2 Hours for 5 Days																

40/35 CWS - One 12 Hour Day Worked Each Week

40 HOUR WEEK
1/2 hour Over Time accrued per day

35 HOUR WEEK
2 1/2 hours of leave credit charged on Wed.

Charge 7 1/2 Hours as Legal Holiday

	May		23	24			27	28	29	Sub						Sub	
	Dates >	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Total	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Total
TIME	IN	7:30	7:30			H	7:30	7:30		7:30	7:30			P.D.	7:30	7:30	
	OUT	11:30	11:30				11:30	11:30		11:30	11:30				11:30	11:30	
	IN	12:00	12:00				12:00	12:00		12:15	12:15				12:15	12:15	
	OUT	4:00	4:00				4:00	4:00		5:00	5:00				5:00	5:00	
	IN																
	OUT																
RECE	Over Time	Time	0:30	0:30			0:30	0:30	2:00								
	Time	Paid															
COURD	L C	Vacation														0:30	0:30
	E H	Sick															
	A A	Personal															
	V R	Overtime														2:00	2:00
	E G	Other															
	E	Holiday															
	Holiday Work																
	Legal Holiday					7:30			7:30								
Activity Record	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Sub Total	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Sub Total	
TOTALS	8:00	8:00				8:00	8:00	32:00	8:45	8:45				8:45	8:45	35:00	

Bi-Weekly Check	
Sub-totals	67
plus	+
Legal Holiday	7.5
plus	+
Leave Charges	2.5
minus	-
OT Earned	2
Must Equal	-----
	75 75

Weekly Check	0:30	0:30			H	0:30	0:30	2:00	1:15	1:15			-7:30	1:15	1:15	-2:30
+/- 7 1/2 Hours for 5 Days																

40/35 CWS - Non-Passday Holiday

35 HOUR WEEK
2 1/2 hours of leave credit charged on Wed.

40 HOUR WEEK
1/2 hour Over Time accrued per day

**For time accounting purposes,
 Wed. is treated as an 11 1/4 hour day!**

Dates >	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Sub	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Sub
	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total
IN	7:30	7:30			P.D.	7:30	7:30		7:30	7:30			7:30	7:30	7:30	
OUT	11:30	11:30				11:30	11:30		11:30	11:30			11:30	11:30	11:30	
IN	12:15	12:15				12:15	12:15		12:00	12:00			12:00	12:00	12:00	
OUT	5:00	5:00				5:00	5:00		4:00	4:00			4:00	4:00	4:00	
IN																
OUT																
Over Time	Time								0:30	0:30			0:30	0:30	0:30	2:30
	Paid															
L	C Vacation						2:30	2:30								
E	H Sick															
A	A Personal															
V	R Overtime															
E	G Other															
E	H Holiday															
	Holiday Work															
	Legal Holiday															
Activity Record	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Sub	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Sub
TOTALS	8:45	8:45				8:45	8:45	35:00	8:00	8:00			8:00	8:00	8:00	40:00

Bi-Weekly Check	
Sub-totals	75
plus	+
Legal Holiday	0
plus	+
Leave Charges	2.5
minus	-
OT Earned	2.5
Must Equal	-----
75	75

Weekly Check	1:15	1:15			-7:30	1:15	1:15	-2:30	0:30	0:30			0:30	0:30	0:30	2:30
+/- 7 1/2 Hours for 5 Days																

35/40 CWS - Total Hours Equaling 75

35 HOUR WEEK
2 1/2 hours of leave credit charged on Wed.
Charge 8 3/4 Hours for a Full Day Off

40 HOUR WEEK
1/2 hour Over Time accrued per day
Charge 7 1/2 Hours for a Full Day Off

For time accounting purposes,
Wed. is treated as an 11 1/4 hour day.
Therefore, charge 11 1/4 Hours for a Wednesday Off

Dates >	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Sub	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Sub
	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total
T	IN 7:30	7:30			P.D.	7:30			7:30	7:30			7:30	7:30		
I	OUT 11:30	11:30				11:30			11:30	11:30			11:30	11:30		
M	IN 12:15	12:15				12:15			12:00	12:00			12:00	12:00		
E	OUT 5:00	5:00				5:00			4:00	4:00			4:00	4:00		
R	IN															
E	OUT															
O	Over Time								0:30	0:30			0:30	0:30		2:00
R	Time Paid															
A	L C Vacation						11:15	11:15							7:30	7:30
D	E H Sick															
V	A A Personal															
E	V R Overtime															
G	E G Other															
E	E Holiday															
	Holiday Work															
	Legal Holiday															
TOTALS	Activity Record	Thurs 8:45	Fri 8:45				8:45	26:15	8:00	8:00			8:00	8:00		32:00

Bi-Weekly Check	
Sub-totals	58.25
plus	+
Legal Holiday	0
plus	+
Leave Charges	18.75
minus	-
OT Earned	2
Must Equal	-----
75	75

Weekly Check	1:15	1:15			-7:30	1:15	-7:30	-11:15	0:30	0:30			0:30	0:30	-7:30	-5:30
+/- 7 1/2 Hours for 5 Days																

35/40 CWS - Full Day Off During Each Work Week

35 HOUR WEEK
2 1/2 hours of leave credit charged on Wed.

40 HOUR WEEK
1/2 hour Over Time accrued per day

Enter 7 1/2 Hours in Holiday Column of Credit Summary

	May	23	24			27	28	29	Sub							Sub	
	Dates >	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Total	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Total
T I M E	IN	7:30	7:30			P.D.	7:30	7:30		7:30	7:30			7:30	7:30	7:30	
	OUT	11:30	11:30				11:30	11:30		11:30	11:30			11:30	11:30	11:30	
	IN	12:15	12:15				12:15	12:15		12:00	12:00			12:00	12:00	12:00	
	OUT	5:00	5:00				5:00	5:00		4:00	4:00			4:00	4:00	4:00	
	IN																
	OUT																
R E C O R D	Over Time									0:30	0:30			0:30	0:30	0:30	2:30
	Time Paid																
C O U N T	L C Vacation							2:30	2:30								
	E H Sick																
	A A Personal																
	V R Overtime																
	E G Other																
	E Holiday																
Holiday Work																	
Legal Holiday																	
Activity Record		Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Sub Total	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Sub Total
TOTALS		8:45	8:45				8:45	8:45	35:00	8:00	8:00			8:00	8:00	8:00	40:00

Bi-Weekly Check	
Sub-totals	75
plus	+
Legal Holiday	0
plus	+
Leave Charges	2.5
minus	-
OT Earned	2.5
Must Equal	-----
75	75

Weekly Check	1:15	1:15			-7:30	1:15	1:15	-2:30	0:30	0:30			0:30	0:30	0:30	2:30
+/- 7 1/2 Hours for 5 Days																

35/40 CWS - Holiday Occurs on Passday

35 HOUR WEEK
2 1/2 hours of leave credit charged on Wed.

40 HOUR WEEK
1/2 hour Over Time accrued per day

Charge 7 1/2 Hours for Legal Holiday
Additional Leave Charge of 1 1/4 hours used to equal 8 3/4

	May	23	24			27	28	29	Sub							Sub		
	Dates >	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Total	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Total	
T I M E	IN	7:30	P.D.			H	7:30	7:30		7:30	7:30			7:30	7:30	7:30		
	OUT	11:30					11:30	11:30		11:30	11:30			11:30	11:30	11:30		
	IN	12:15					12:15	12:15		12:00	12:00			12:00	12:00	12:00		
	OUT	5:00					5:00	5:00		4:00	4:00			4:00	4:00	4:00		
	IN																	
	OUT																	
R E C O R D	Over Time									0:30	0:30			0:30	0:30	0:30	2:30	
	Time Paid																	
C O M P O S I T I O N	L C Vacation					1:15		2:30	3:45									
	E H Sick																	
	A A Personal																	
	V R Overtime																	
	E G Other																	
	E Holiday																	
Holiday Work																		
Legal Holiday						7:30			7:30									
Activity Record	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Sub Total	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Sub Total		
TOTALS	8:45					8:45	8:45	26:15	8:00	8:00			8:00	8:00	8:00	40:00		

Bi-Weekly Check	
Sub-totals	66.25
plus	+
Legal Holiday	7.5
plus	+
Leave Charges	3.75
minus	-
OT Earned	2.5
Must Equal	-----
75	75

Weekly Check	1:15	-7:30			H	1:15	1:15	-3:45	0:30	0:30			0:30	0:30	0:30	2:30
+/- 7 1/2 Hours for 5 Days																

35/40 CWS - Non- Passday Holiday