

40 HOUR WEEK

35 HOUR WEEK

	Dates >	40 HOUR WEEK						Sub	35 HOUR WEEK						Sub		
		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			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				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																
R E C O R D	Over Time																
	Time Paid																
C O R D	L C Vacation																
	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		8:00	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	0
Total Must	-----
Be At Least	75
	75

40/35 CWS - Total Hours Equaling 75

40 HOUR WEEK

35 HOUR WEEK

Charge 8 Hours for a Full Day Off

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	
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	Paid																
C O R D I N A T I O N	L	C Vacation					8:00		8:00		8:45						8:45	
	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	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	16.75
Total Must	-----
Be At Least	
75	75

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

40 HOUR WEEK

35 HOUR WEEK

	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
TIME	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																
RECORD	Over Time																
	Paid																
DUES	L C Vacation																
	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		8:00	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	0
Total Must	-----
Be At Least	75
	82.25

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

40 HOUR WEEK

35 HOUR WEEK

Charge 7 1/2 Hours as Legal Holiday
& 1/2 hour to either Vacation,
Personal, Other or 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																
	Over Time	Time															
	Paid																
COURT	L C	Vacation				0:30			0:30								
	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		8:00	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	0.5
 Total Must	 -----
Be At Least	
75	75

40/35 CWS - Non-Passday Holiday

35 HOUR WEEK

40 HOUR WEEK

T I M E	Dates >	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Sub Total	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Sub 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																	
R E C O R D	Over Time	Time															
		Paid															
C O R R E C T	L C	Vacation															
	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	0
Total Must	-----
Be At Least	75
75	75

35/40 CWS - Total Hours Equaling 75

35 HOUR WEEK

40 HOUR WEEK

Charge 8 3/4 Hours for a Full Day Off

Charge 8 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	Total	Total	Total	Total	Total	Total	Total	Total
T I M E	IN	7:30	7:30			P.D.	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		
	IN	12:15	12:15				12:15			12:00	12:00			12:00	12:00		
	OUT	5:00	5:00				5:00			4:00	4:00			4:00	4:00		
	IN																
	OUT																
R E C O R D	Over Time	Time															
	Paid																
C O N T R I B U T I O N	L C	Vacation						8:45	8:45							8:00	8:00
	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	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Sub
TOTALS		8:45	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	16.75
 Total Must	-----
Be At Least	
75	75

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

35 HOUR WEEK

40 HOUR WEEK

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																	
C O N T R I B U T I O N	L C	Vacation																
	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	0
Total Must	-----
Be At Least	
75	75

35/40 CWS - Holiday Occurs on Passday

35 HOUR WEEK

40 HOUR WEEK

**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	
TIME	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																	
RECE	Over	Time																
	Time	Paid																
CORDED	L	C	Vacation			1:15			1:15									
	E	H	Sick															
	A	A	Personal															
	V	R	Overtime															
	E	G	Other															
	E		Holiday															
	Holiday Work																	
	Legal Holiday					7:30			7:30									
Activity									Sub								Sub	
Record		Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Total	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	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	1.25
 Total Must	 -----
Be At Least	75
	75

35/40 CWS - Non- Passday Holiday