

NAME \_\_\_\_\_

**WEEK #3**

**WEEK #4**

**WEEK #5**

MONTH	TIME		
	IN	OUT	
MON			
DATE			
TUE			
DATE			
WED			
DATE			
THUR			
DATE			
FRI			
DATE			
SAT			
DATE			
SUN			
DATE			

MONTH	TIME		
	IN	OUT	
MON			
DATE			
TUE			
DATE			
WED			
DATE			
THUR			
DATE			
FRI			
DATE			
SAT			
DATE			
SUN			
DATE			

MONTH	TIME		
	IN	OUT	
MON			
DATE			
TUE			
DATE			
WED			
DATE			
THUR			
DATE			
FRI			
DATE			
SAT			
DATE			
SUN			
DATE			

**Weekly Totals**

Paid Leaves \_\_\_\_\_  
 Hours Worked \_\_\_\_\_  
 Total Hours \_\_\_\_\_  
 Hours Paid \_\_\_\_\_

Comp Time Earned \_\_\_\_\_  
 Comp Time Used \_\_\_\_\_  
 Comp Time Balance \_\_\_\_\_

**MONTHLY TOTALS**

Paid Leaves \_\_\_\_\_  
 Hours Worked \_\_\_\_\_  
 Total Hours \_\_\_\_\_  
 Hours Paid \_\_\_\_\_

**Weekly Totals**

Paid Leaves \_\_\_\_\_  
 Hours Worked \_\_\_\_\_  
 Total Hours \_\_\_\_\_  
 Hours Paid \_\_\_\_\_

Comp Time Earned \_\_\_\_\_  
 Comp Time Used \_\_\_\_\_  
 Comp Time Balance \_\_\_\_\_

Comp Time Earned \_\_\_\_\_  
 Comp Time Used \_\_\_\_\_  
 Comp Time Balance \_\_\_\_\_

**Weekly Totals**

Paid Leaves \_\_\_\_\_  
 Hours Worked \_\_\_\_\_  
 Total Hours \_\_\_\_\_  
 Hours Paid \_\_\_\_\_

Comp Time Earned \_\_\_\_\_  
 Comp Time Used \_\_\_\_\_  
 Comp Time Balance \_\_\_\_\_

**YEARLY TOTALS**

Paid Leaves \_\_\_\_\_  
 Hours Worked \_\_\_\_\_  
 Total Hours \_\_\_\_\_  
 Total Earned Hours \_\_\_\_\_