

|                        |                   |
|------------------------|-------------------|
| NAME                   |                   |
| SOCIAL SECURITY NUMBER | PAY PERIOD ENDING |

**ADDITIONAL ENTRIES**  
 Indicate day of wk. Post hours to day's total hrs worked.

| WEEK #1    |        |        |         |           |          |        |          |
|------------|--------|--------|---------|-----------|----------|--------|----------|
| MONTH/DAY: | SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
| IN         |        |        |         |           |          |        |          |
| OUT        |        |        |         |           |          |        |          |
| IN         |        |        |         |           |          |        |          |
| OUT        |        |        |         |           |          |        |          |

| MO/DAY |
|--------|
|        |
|        |
|        |
|        |
|        |
|        |

**CALL-IN/CALL-BACK OR ADDITIONAL IN/OUT ENTRY**

|             |  |  |  |  |  |  |  |
|-------------|--|--|--|--|--|--|--|
| IN          |  |  |  |  |  |  |  |
| OUT         |  |  |  |  |  |  |  |
| TOTAL HOURS |  |  |  |  |  |  |  |

(Circle Earnings Type)    OCD/OCI    OCD/OCI    OCD/OCI    OCD/OCI    OCD/OCI    OCD/OCI    OCD/OCI

**TOTAL CALL IN/BACK HRS**

OCD

OCI

**HOURS WORKED**

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
| REG (105)    TMP (109)<br>STD (107)    CWS (107) |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

**TOTAL HRS WORKED**

**OVERTIME HOURS**

|                        |  |  |  |  |  |  |  |
|------------------------|--|--|--|--|--|--|--|
| STRAIGHT (OTS)         |  |  |  |  |  |  |  |
| ONE-AND-ONE-HALF (OT1) |  |  |  |  |  |  |  |

**TOTAL OVERTIME**

**SHIFT DIFFERENTIAL HOURS**

|                                   |  |  |  |  |  |  |  |
|-----------------------------------|--|--|--|--|--|--|--|
| REGULAR    2ND (SDP)    3RD (SD2) |  |  |  |  |  |  |  |
| PREMIUM    2ND (SDO)    3RD (D02) |  |  |  |  |  |  |  |

**TOTAL SHIFT HRS**

**CLASSIFIED LEAVES/ MISCELLANEOUS HRS**

|   |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|
| ALA BRV COM CPA EDU<br>ELE HAZ HOL JUR MIL<br>SCK SCT VAC VAT |  |  |  |  |  |  |  |
| MISC:    SEV WMC  |  |  |  |  |  |  |  |

(Enter Earnings Type)

**TOTAL LEAVES AND MISC**

|                   |        |        |         |           |          |        |          |
|-------------------|--------|--------|---------|-----------|----------|--------|----------|
| DAILY TOTAL HOURS |        |        |         |           |          |        |          |
|                   | SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |

**TOTAL ALL HOURS**

WEEK #1

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SUPERVISOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

COMMENTS

ADDITIONAL ENTRIES  
Indicate day of wk. Post hours to day's total hrs worked.

| WEEK #2    |        |        |         |           |          |        |          |
|------------|--------|--------|---------|-----------|----------|--------|----------|
| MONTH/DAY: | SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
| IN         |        |        |         |           |          |        |          |
| OUT        |        |        |         |           |          |        |          |
| IN         |        |        |         |           |          |        |          |
| OUT        |        |        |         |           |          |        |          |

| MO/DAY |
|--------|
|        |
|        |
|        |
|        |
|        |
|        |

TOTAL CALL IN/BACK HRS

|     |
|-----|
| OCB |
| OCI |

CALL-IN/CALL-BACK OR ADDITIONAL IN/OUT ENTRY

|             |  |  |  |  |  |  |  |
|-------------|--|--|--|--|--|--|--|
| IN          |  |  |  |  |  |  |  |
| OUT         |  |  |  |  |  |  |  |
| TOTAL HOURS |  |  |  |  |  |  |  |

TOTAL CALL IN/BACK HRS

|     |
|-----|
| OCB |
| OCI |

TOTAL HRS WORKED

|  |
|--|
|  |
|--|

| (Circle Earnings Type) | OCB/OCI | OCB/OCI | OCB/OCI | OCB/OCI | OCB/OCI | OCB/OCI | OCB/OCI |
|------------------------|---------|---------|---------|---------|---------|---------|---------|
| HOURS WORKED           |         |         |         |         |         |         |         |
| REG (105) TMP (109)    |         |         |         |         |         |         |         |
| STD (107) CWS (107)    |         |         |         |         |         |         |         |

TOTAL HRS WORKED

|  |
|--|
|  |
|--|

TOTAL OVERTIME

|     |
|-----|
| OTS |
| OT1 |

| OVERTIME HOURS         |  |  |  |  |  |  |  |
|------------------------|--|--|--|--|--|--|--|
| STRAIGHT (OTS)         |  |  |  |  |  |  |  |
| ONE-AND-ONE-HALF (OT1) |  |  |  |  |  |  |  |

TOTAL OVERTIME

|  |
|--|
|  |
|  |

TOTAL SHIFT HRS

|  |
|--|
|  |
|--|

| SHIFT DIFFERENTIAL HOURS |  |  |  |  |  |  |  |
|--------------------------|--|--|--|--|--|--|--|
| REGULAR (SDP) (SD2)      |  |  |  |  |  |  |  |
| PREMIUM (SDO) (D02)      |  |  |  |  |  |  |  |

TOTAL SHIFT HRS

|  |
|--|
|  |
|  |

TOTAL LEAVES AND MISC

|  |
|--|
|  |
|--|

| CLASSIFIED LEAVES/ MISCELLANEOUS HRS |  |  |  |  |  |  |  |
|--------------------------------------|--|--|--|--|--|--|--|
| ALA BRY COM CPA EDU                  |  |  |  |  |  |  |  |
| ELE HAZ HOL JUR MIL                  |  |  |  |  |  |  |  |
| SCK SCT VAC VAT                      |  |  |  |  |  |  |  |
| MISC: SEV MPC                        |  |  |  |  |  |  |  |

TOTAL LEAVES AND MISC

|  |
|--|
|  |
|  |

TOTAL ALL HOURS

|  |
|--|
|  |
|--|

| DAILY TOTAL HOURS | SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|-------------------|--------|--------|---------|-----------|----------|--------|----------|
|                   |        |        |         |           |          |        |          |

TOTAL ALL HOURS

|  |
|--|
|  |
|--|

| SUMMARY TOTALS |      |              |      |          |      |            |      |             |      |             |      |
|----------------|------|--------------|------|----------|------|------------|------|-------------|------|-------------|------|
| HRS WORKED     | TYPE | CALL IN/BACK | TYPE | OVERTIME | TYPE | SHIFT DIFF | TYPE | LEAVE HOURS | TYPE | LEAVE HOURS | TYPE |
|                |      |              | OCB  |          |      |            |      |             |      |             |      |
|                |      |              | OCI  |          |      |            |      |             |      |             |      |
|                |      |              |      |          |      |            |      |             |      |             |      |

TOTAL HOURS TO BE REPORTED THIS PERIOD

|  |
|--|
|  |
|--|

ATTENDANCE AND LEAVE RECORD

NAME \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

PAY PERIOD ENDING \_\_\_\_\_

ADDITIONAL ENTRIES Indicate day of wk, Post hours to day's total hrs worked.

| MONTH/DAY: | SUNDAY | MONDAY | TUE SDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|------------|--------|--------|----------|-----------|----------|--------|----------|
| IN         |        |        |          |           |          |        |          |
| OUT        |        |        |          |           |          |        |          |
| IN         |        |        |          |           |          |        |          |
| OUT        |        |        |          |           |          |        |          |

TOTAL CALL IN/BACK HRS  
OCB  
OC1

TOTAL HRS WORKED

TOTAL OVERTIME

TOTAL SHIFT HRS

TOTAL LEAVES AND MISC

TOTAL ALL HOURS  
WEEK 71

CALL-IN/CALL-BACK OR ADDITIONAL IN/OUT ENTRY

| MONTH/DAY: | SUNDAY | MONDAY | TUE SDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|------------|--------|--------|----------|-----------|----------|--------|----------|
| IN         |        |        |          |           |          |        |          |
| OUT        |        |        |          |           |          |        |          |
| IN         |        |        |          |           |          |        |          |
| OUT        |        |        |          |           |          |        |          |

TOTAL CALL IN/BACK HRS  
OCB  
OC1

TOTAL HRS WORKED

TOTAL OVERTIME

TOTAL SHIFT HRS

TOTAL LEAVES AND MISC

TOTAL ALL HOURS  
WEEK 72

ADDITIONAL ENTRIES Indicate day of wk, Post hours to day's total hrs worked.

COMMENTS

| MONTH/DAY: | SUNDAY | MONDAY | TUE SDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|------------|--------|--------|----------|-----------|----------|--------|----------|
| IN         |        |        |          |           |          |        |          |
| OUT        |        |        |          |           |          |        |          |
| IN         |        |        |          |           |          |        |          |
| OUT        |        |        |          |           |          |        |          |

CALL-IN/CALL-BACK OR ADDITIONAL IN/OUT ENTRY

| MONTH/DAY: | SUNDAY | MONDAY | TUE SDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|------------|--------|--------|----------|-----------|----------|--------|----------|
| IN         |        |        |          |           |          |        |          |
| OUT        |        |        |          |           |          |        |          |
| IN         |        |        |          |           |          |        |          |
| OUT        |        |        |          |           |          |        |          |

TOTAL CALL IN/BACK HRS  
OCB  
OC1

TOTAL HRS WORKED

TOTAL OVERTIME

TOTAL SHIFT HRS

TOTAL LEAVES AND MISC

TOTAL ALL HOURS  
WEEK 72

SUMMARY TOTALS

| HRS WORKED | TYPE | CALL/BACK | LEAVE | OVERTIME | DIFF | TYPE | SHIFT | DIFF | TYPE | LEAVE | HOURS | TYPE | LEAVE | HOURS |
|------------|------|-----------|-------|----------|------|------|-------|------|------|-------|-------|------|-------|-------|
|            |      |           |       |          |      |      |       |      |      |       |       |      |       |       |
|            |      |           |       |          |      |      |       |      |      |       |       |      |       |       |

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SUPERVISOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



UNIVERSITY of LOUISVILLE **Attendance and Leave Time Sheet**

Earnings Type:

*date to be great*

|      |             |            |
|------|-------------|------------|
| NAME | EMPLOYEE ID | PAY PERIOD |
|      |             |            |

(O/R) OTS OT1

Differential Codes Second Shift Regular Second Shift Overtime Third Shift Regular Third Shift Overtime Called-In/Called-Back Standby Holiday Worked

(D/C) SDP SDO SD2 DO2 OOD STD HOW

Leave Codes Administrative Compensatory Personal Holiday Military Supervisor Approved Workman's Comp

(L/C) ALA COM CPA HOL MIL SLV WMC

SCK SCL SCT VAC VAL VAT NON

| Day  | FRI | SAT | SUN | MON | TUE | WED | THU |
|------|-----|-----|-----|-----|-----|-----|-----|
| Date |     |     |     |     |     |     |     |
| IN   |     |     |     |     |     |     |     |
| OUT  |     |     |     |     |     |     |     |
| IN   |     |     |     |     |     |     |     |
| OUT  |     |     |     |     |     |     |     |
| IN   |     |     |     |     |     |     |     |
| OUT  |     |     |     |     |     |     |     |

| Day  | FRI | SAT | SUN | MON | TUE | WED | THU |
|------|-----|-----|-----|-----|-----|-----|-----|
| DATE |     |     |     |     |     |     |     |
| IN   |     |     |     |     |     |     |     |
| OUT  |     |     |     |     |     |     |     |
| IN   |     |     |     |     |     |     |     |
| OUT  |     |     |     |     |     |     |     |
| IN   |     |     |     |     |     |     |     |
| OUT  |     |     |     |     |     |     |     |

|                 | FRI  | SUN  | MON  | TUE  | WED  | THU  | TOTALS |
|-----------------|------|------|------|------|------|------|--------|
| Regular Hours   | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00   |
| Overtime (Reg)  |      |      |      |      |      |      | -37.5  |
| Hours (Premium) |      |      |      |      |      |      | 0.0    |
| Differential    |      |      |      |      |      |      | 0.0    |
| Hours           |      |      |      |      |      |      | 0.0    |
| Leave           |      |      |      |      |      |      | 0.0    |
| Hours           |      |      |      |      |      |      | 0.0    |
| TOTALS          | 0    | 0    | 0    | 0    | 0    | 0    | -37.5  |

|                 | FRI  | SAT  | SUN  | MON  | TUE  | WED  | THU  | TOTALS |
|-----------------|------|------|------|------|------|------|------|--------|
| Regular Hours   | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00   |
| Overtime (Reg)  |      |      |      |      |      |      |      | 0.0    |
| Hours (Premium) |      |      |      |      |      |      |      | 0.0    |
| Differential    |      |      |      |      |      |      |      | 0.0    |
| Hours           |      |      |      |      |      |      |      | 0.0    |
| Leave           |      |      |      |      |      |      |      | 0.0    |
| Hours           |      |      |      |      |      |      |      | 0.0    |
| TOTALS          | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00   |

COMMENTS

SUMMARY TOTALS

| TIME WORKED          |          | TIME ON LEAVE |     |
|----------------------|----------|---------------|-----|
| Regular              | Overtime | Leave Hours   | L/C |
| 0.0                  | -37.5    | 0.0           | 0.0 |
| 0.0                  | 0.0      | 0.0           | 0.0 |
| Total Hours Reported |          | -37.5         |     |

**Yes, I would like to donate leave to the Shared Leave Program.** More information about this program may be found at <http://www.louisville.edu/admin/humanresources/shared.htm>

Sick Leave Donation

Annual Leave Donation

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

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