



# EMPLOYEE ATTENDANCE REPORT

State Form 14304 (R4 / 12-99) **A-4**  
 Approved by State Board of Accounts 1997

Name of employee (last, first, middle)		
Employee number		
Classification Title		
Agency / Division / Section / Unit		
Account		
Bi-weekly pay period		
Sunday,	through Saturday,	20

## INSTRUCTIONS

- This form must be completed by each employee and approved by the immediate supervisor (except where use of an alternate attendance report has been approved by the State Board of Accounts).
- Enter number of hours rounded to the nearest quarter hour (15 minutes = .25; 30 minutes = .50; 45 minutes = .75; 60 minutes = 1.00).
- On the day that holidays are observed, enter in the Holiday box the number of hours you would normally have been scheduled to work. If you worked the holiday, also enter in the Other Compensable Hours worked box, all hours actually worked.
- All overtime must be pre-approved. For payable overtime, you will only be paid the overtime if total hours for the week meet overtime requirements.
- Working hours in excess of the minimum required does not entitle an overtime exempt employee to overtime pay or compensatory time off unless special authorization has been received for this pay period. Special overtime pay authorization should be explained in the comments section. Compensatory time accrued or used by exempt employees should also be recorded on the Compensatory Time Worksheet.
- If an absence is covered by the Family and Medical Leave Policy, enter the hours of absence in the appropriate Paid or Unpaid Leave box AND in the Family and Medical Leave box.
- Total regular hours should equal regular bi-weekly schedule (for example 75.00). This includes regular hours worked, holiday pay, vacation, sick, personal, compensatory and other leave hours.

## TIME ENTRY

DESCRIPTION	S	M	T	W	T	F	S	S	M	T	W	T	F	S	TOTAL HOURS
Regular Hours worked															
Other Compensable Hours worked															
Holiday															
Vacation leave															
Sick leave															
Personal leave															
Compensatory leave used															
Funeral leave															
Military leave															
Jury duty															
Leave without pay															
Other Leave (specify below)															
Family and Medical Leave															

### Total Regular Hours

### Overtime Summary to be completed by payroll clerk

Week 1:	Regular Overtime	Premium Overtime	Week 2:	Regular Overtime	Premium Overtime		
Total Compensatory Hours Accrued This Pay Period:			Regular	+	( Premium x 1.5) =		
Total Other Hours Payable This Pay Period:			Regular	+	( Premium x 1.5) =		

### Conversion of Regular 7.5 Hour Days to Total Hours

Days	10.0	9.5	9.0	8.5	8.0	7.5	7.0	6.5	6.0	5.5	5.0	4.5	4.0	3.5	3.0	2.5	2.0	1.5	1.0	0.5
Hours	75.00	71.25	67.50	63.75	60.00	56.25	52.50	48.75	45.00	41.25	37.50	33.75	30.00	26.25	22.50	18.75	15.00	11.25	7.50	3.75

### Comments

I certify this report is correct.

Signature of employee (claimant)	Date signed	Approved by:	Date signed
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