ATTACHMENT 11

RAO Time and Attendance Sheets

7 Day and 14 Day Versions

(See Next Two Pages)

7 Day Version

Procedures Guidelines for Headquarters Support Staff

Time and Attendance Sheet

RAO - NAME *(Last, First MI)*: PAY PLAN (GS, WG, ETC)									Permanent Organization SOWOE60 *(Include Office Symbol)*	Dates Worked: FROM: TO:
DATE										
DATE	DAYS OF WEEK	IN	OUT	IN	OUT	TOTAL	REG	OVT		Labor Charge Code
	SUN									
	MON									
	TUES									
	WED									
	THUR									
	FRI									
	SAT									
TOTAL						0	0	0		

I CERTIFY THAT THE ABOVE TIME RECORD IS ACCURATE Employee's Signature	APPROVED (Supervisor's Signature): Emergency Supervisor's Signature	I Certify that the Labor Charge Code(s) are correct: Home Station EOC	POSTED TO TIME & ATTENDANCE REPORT Home Station Timekeepers Signature:

** FOR OFFICIAL USE ONLY - PRIVACY ACT DATA**

Note: (1) All Overtime was authorized under the blanket approval, Work Schedule Memo dated _Sept. 05_, rather than by individual overtime authorization.
(2) A 30-minute unpaid LUNCH break is required during emergency opeations.

14 Day Version

#VALUE!

ALTERNATE WORK SCHEDULE TIME RECORD

(ER 37-1-20)

LABOR CODE

NAME :

ORGANIZATION ***(Include Office Smbol)***

S0W0E60

PAY PERIOD

FROM: **TO:**

DATE	DAY OF WEEK	CLOCK TIME IN	CLOCK TIME OUT	CLOCK TIME IN	CLOCK TIME OUT	CLOCK TIME IN	CLOCK TIME OUT	TOTAL HOURS WORKED (1)	NON-PREMIUM PAY HOURS: REG PAY HOURS WORKED								PREMIUM PAY HOURS: PAID OVERTIME						
	Sun																						
	Mon																						
	Tue																						
	Wed																						
	Thu																						
	Fri																						
	Sat																						
TOTAL WEEK #1								0	0								0.00						
	sun																						
	mon																						
	tue																						
	wed																						
	thu																						
	fri																						
	sat																						
TOTAL WEEK #2								0	0								0.00						

(1) HOURS WORKED WILL BE ROUNDED DOWNWARD TO THE COMPLETE QUARTER HOUR SEGMENT ACTUALLY WORKED.

(2) TOTAL NON-PREMIUM PAY HOURS IN EXCESS OF THE DAILY WORK REQUIREMENT ARE CREDIT HOURS EARNED AND THOSE LESS THAN THE DAILY WORK REQUIREMENT ARE CREDIT HOURS USED UNLESS THE PERIOD OF ABSENCE IS CHARGED AS NON-PAY HOURS (AWOL-LWOP)

I CERTIFY THAT THE ABOVE TIME RECORD IS ACCURATE *(Employees Signature):*	APPROVED *(Supervisor's Signature):*	POSTED TO TIME & ATTENDANCE REPORT *(Timekeeper's Signature:* Patsy Howard

ENG FORM 4704(AUTO), May 81 REPLACES ENG FORM O-4704, NOV 79 WHICH IS OBSOLETE (Proponent: CEFM-FA)