

# Time and Attendance Record

U.S. Department of Housing and Urban Development

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ PayPeriod Yr/Num: \_\_\_\_\_ PayPeriod Dates: \_\_\_\_\_ Work Schedule: \_\_\_\_\_

Type of Hours entry code	CWS (hrs.)	Regular Time 01	Annual Leave 61	Restored Annual 63	Sick Leave 62	Family Leave 6262	Credit Hrs Used 50	CompTime Used 64	Holiday Worked 31	OverTime 21	Excused Absence 66	Military Leave 65	CreditHrs. Earned 29	CompTime Earned 32	Leave w/o Pay 71	Work Schedule Variance(s)
Week 1																
01 Sun																
02 Mon																
03 Tue																
04 Wed																
05 Thurs																
06 Fri																
07 Sat																
Total Week 1																
<hr/>																
08 Sun																
09 Mon																
10 Tue																
11 Wed																
12 Thurs																
13 Fri																
14 Sat																
Total Week 2																

Certification that recorded T&A data is correct and accurate:

Employee's Signature: \_\_\_\_\_ X  
 Timekeeper's Signature: \_\_\_\_\_ X  
 Supervisor's Signature: \_\_\_\_\_ X

Leave Record				
Brought Forward	Accrued (earned this pay period)	Total Available	Used this Pay Period	Balance to Date
Annual (61)				
Restored Annual Leave (63)				
Year 1				
Year 2				
Credit Hrs. (50)				
Sick (62)				
Compensatory (64)				
LWOP (71)				
AWOL (72)				
Suspension (73)				
Military days (65)			No. of Days	
Furlough (74)				

**Current T&A Update:**

Status Change: Start \_\_\_\_\_ / End \_\_\_\_\_

Adv. Leave Code: \_\_\_\_\_

Oath of Office: \_\_\_\_\_

Final T&A: \_\_\_\_\_

AUO 1<sup>st</sup> Wk. \_\_\_\_\_ 2<sup>nd</sup> Wk. \_\_\_\_\_

Acct. data Code: \_\_\_\_\_

Corrected T&A: \_\_\_\_\_

Work Schedule Code: \_\_\_\_\_

**Master Record Update:**

Contact Point No. 83-

Remarks: \_\_\_\_\_

	PRE	TC	SUFF	Totals		Accounting Data		LL
				Week 1	Week 2	A	B	
Total Pay Hrs.								
Total NonPay Hrs.								