

ALASKA DEPARTMENT OF

Transportation & Public Fac

Time & Attendance Report

Pay Period Start Date:December 22, 2025

Pay Period End Date:January 4, 2026

Document ID:

Certified By:

Date:

Entered By:

Employee Name:Employee, Alaska

Employee ID:123456

Status:Full Time (FR)

Home Department:25

Home Unit:Z260

Bargaining Unit:LL

Alt. Workweek:No

Overtime Eligible:Yes

Comp Time:No

Standard Start / Stop Times				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS WORKED
				12/22	12/23	12/24	12/25	12/26	12/27	12/28	12/29	12/30	12/31	01/01	01/02	01/03	01/04	
Start	8:00						6:00				6:00	6:00	6:00	6:00	6:00	6:00	6:00	
Stop	12:00						12:00				12:00	12:00	12:00	12:00	12:00	12:00	12:00	
Start	12:30										12:30	12:30		12:30	12:30	12:30	12:30	
Stop	16:30										16:30	16:30		18:30	20:30	18:30	18:30	
Start																		
Stop																		
Start																		
Stop																		
Total	8:00			0:00	0:00	0:00	6:00	0:00	0:00	0:00	10:00	10:00	6:00	12:00	14:00	12:00	12:00	82:00
Event Code	Event Code Description	LDP Override/ Ref #	LDP Description	Mon 12/22	Tue 12/23	Wed 12/24	Thu 12/25	Fri 12/26	Sat 12/27	Sun 12/28	Mon 12/29	Tue 12/30	Wed 12/31	Thu 01/01	Fri 01/02	Sat 01/03	Sun 01/04	TOTAL HOURS
100	REGULAR PAY										10:00	10:00	6:00		12:00	12:00	12:00	62:00
105	REG HOLIDAY			0:00	0:00	0:00	8:00	0:00	0:00	0:00	0:00	0:00	0:00	8:00	0:00	0:00	0:00	16:00
165	LV PER												6:00					6:00
249N	HOLIDAY WORKED													12:00				12:00
251Q	OT 1.5																	0:00
252N	OT DOUBLE																	0:00
252N	OT DOUBLE						6:00											6:00
251Q	OT 1.5														2:00			2:00
																		0:00
																		0:00
TOTAL				0:00	0:00	0:00	14:00	0:00	0:00	0:00	10:00	10:00	12:00	20:00	14:00	12:00	12:00	104:00

If needed additional event lines are available at row 46 to 69. Totals will reflect all event rows filled out.

We certify that all time and hours of work recorded above on Page 1 and on Page 2 are true and correct.

Employee Signature:

Supervisor Signature:

Employee Signature

Supervisor Signature

Date:

Date:

1/1/1901

1/1/1901

Comments:

Split Thur @ 14:30, week on work period Monday through Sunday. 12/25 holiday falls on regular day off, earn 252N and they would earn floating holiday credits with no 105 pay issued.