

ALASKA DEPARTMENT OF

Family & Community Services

Time & Attendance Report

Employee Name: Employee, Alaska

Employee ID: 123456

Status: Full Time (FR)

Home Department: 26

Home Unit: Z40P

Bargaining Unit: GZ

Alt. Workweek: No

Overtime Eligible: Yes

Comp Time: No

Pay Period Start Date: February 16, 2026

Pay Period End Date: March 1, 2026

Document ID:

Certified By:

Date:

Entered By:

	Standard Start / Stop Times	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS WORKED	
		02/16	02/17	02/18	02/19	02/20	02/21	02/22	02/23	02/24	02/25	02/26	02/27	02/28	03/01		
Start	8:00		8:00	4:00	12:00	5:00	0:00			8:00	8:00	8:00	8:00	8:00			
Stop		12:00		12:00	16:00	12:00	12:00			12:00	12:00	12:00	12:00	12:00			
Start	12:30		12:30	12:30	16:30	12:30	12:30			12:30	12:30	12:30	12:30	12:30			
Stop	16:30		16:30	16:30	22:00	16:00	14:00			17:00	16:30	16:30	16:30	16:30			
Start																	
Stop																	
Start																	
Stop																	
Total	8:00		8:00	12:00	9:30	10:30	13:30	0:00	0:00	8:30	8:00	8:00	8:00	8:00	0:00	94:00	
Event Code	Event Code Description	LDP Override/Ref #	LDP Description	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	TOTAL HOURS
				02/16	02/17	02/18	02/19	02/20	02/21	02/22	02/23	02/24	02/25	02/26	02/27	02/28	03/01
100	REGULAR PAY				12:00	9:30	10:30				8:30	8:00	8:00	8:00	8:00		72:00
105	REG HOLIDAY				8:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	8:00
249N	HOLIDAY WORKED				8:00												8:00
251Q	OT 1.5							13:30							0:30		14:00
280	SWING DIFF				4:00	8:00	2:30										14:30
260Q	SWING DIFF 1.5																0:00
260N	SWING DIFF 1.5																0:00
290	GRAVE DIFF				8:00	1:30	8:00				0:30						18:00
270N	GRAVE DIFF 1.5																0:00
270Q	GRAVE DIFF 1.5							8:00									8:00
If needed additional event lines are available at row 46 to 69. Totals will reflect all event rows filled out.				TOTAL	16:00	24:00	19:00	21:00	21:30	0:00	0:00	9:00	8:00	8:00	8:00	8:00	142:30

0:00

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

Employee Signature:

Employee Signature

Date: 1/1/1901

Comments: Work period Monday through Sunday.

Supervisor Signature:

Supervisor Signature

Date: 1/1/1901

40 Hour Workweek Requirement Met (Code 100)

- Code 100 – Regular Pay
 - 32:00 hours of physically worked time + 8:00 hours of holiday pay (Code 105)
- Code 249N – Holiday Premium Pay
 - Issued as 249N, as 40 hours had not been physically worked as of Monday 2/16/26.

Non Qualified Overtime (Code 251N)

- Code 251N – (Non Qualified Overtime)
 - None in this example, as the employee worked the holiday and physically met their overtime threshold of 40:00 hours

Qualified Overtime (Code251Q)

- Code 251Q – Qualified Overtime
 - Employee had physically worked 40 hours by Thursday 2/19/26, making Friday 2/20/26 and Saturday 2/21/26 qualified overtime

Swing Shift Differential – (code 280)

- Code 280 – Swing Shift Differential, will never have N or Q, because it will only be accompanied with pay at the X1 rate.

Grave Shift Differential – (code 280)

- Code 290 – Grave Shift Differential, will never have N or Q, because it will only be accompanied with pay at the X1 rate.

Swing Shift Overtime Differential Qualified – (code 260Q)

- Code 260Q – Swing Shift Overtime Differential – Applied when employee has physically worked 40+ hours and qualifies for swing shift differential. It should align with X1.5 pay codes that are qualifying (ex. 251Q)
- Given on 2/21/26 for 8 hours, as shift began at 1200. After 8 hours in the shift, it was 2000, which then qualified for grave overtime differential, code 270Q (see below).

Swing Shift Overtime Differential Qualified – (code 260Q)

- Code 270Q – Grave Shift Overtime Differential – Applied when employee has physically worked 40+ hours and qualifies for grave shift differential. It should align with X1.5 pay codes that are qualifying (ex. 251Q)
- Given on 2/21/26 for 1:30 hours (the remainder of the 9:30 hour shift). Employee was in overtime status on 2/21/26.