

Pay Period Start Date: February 16, 2026

Pay Period End Date: March 1, 2026

Document ID:

Certified By:

Date:

Entered By:

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

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	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	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	Sun	TOTAL HOURS
100	REGULAR PAY				12:00	9:30	10:30				8:30	8:00	8:00	8:00	7:30			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	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
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	0:00	0:00	142:30

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: Employee Signature

Supervisor Signature: Supervisor Signature

Date: 1/1/1901

Date: 1/1/1901

Comments:

Work period Monday through Sunday.

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 (Code 251Q)

- 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.