

## ALASKA DEPARTMENT OF

## Family &amp; Community Services

## Time &amp; Attendance Report

Employee Name: Employee, Alaska  
 Employee ID: 123456  
 Status: Full Time (FR)

Home Department: 26  
 Home Unit: Z525  
 Bargaining Unit: GZ

Alt. Workweek: No  
 Overtime Eligible: Yes  
 Comp Time: No

Pay Period Start Date: November 24, 2025  
 Pay Period End Date: December 7, 2025  
 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	
		11/24	11/25	11/26	11/27	11/28	11/29	11/30	12/01	12/02	12/03	12/04	12/05	12/06	12/07		
Start	8:00		4:00	4:00	4:00	11:00	11:00	10:00	4:00	8:00	8:00	8:00	8:00	8:00	8:00		
Stop	12:00			12:00	12:00	12:00	15:00	15:00	14:00	12:00	12:00	12:00	12:00	12:00	12:00		
Start	12:30			12:30	12:30	12:30	15:30	15:30	14:30	12:30	12:30	12:30	12:30	12:30	12:30		
Stop	16:30			17:00	17:00	17:00	22:30	22:30	20:00	17:00	16:30	16:30	16:30	16:30	16:30		
Start																	
Stop																	
Start																	
Stop																	
Total	8:00		12:30	12:30	12:30	11:00	11:00	9:30	12:30	8:00	8:00	8:00	8:00	8:00	0:00	0:00	
Event Code	Event Code Description	LDP Override/ Ref #	LDP Description	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	SUN
100	REGULAR PAY			12:30	12:30	7:00					8:00	8:00	8:00	8:00	8:00		72:00
105	REG HOLIDAY			0:00	0:00	0:00	8:00	0:00	0:00	0:00					0:00	0:00	0:00
250	ADD ST PAY					5:30											5:30
251Q	OT 1.5							11:00	9:30	12:30							33:00
280	SWING DIFF			4:30	4:30	4:30											13:30
260Q	SWING DIFF 1.5						3:00	3:00	1:30	4:30							12:00
290	GRAVE DIFF			8:00	8:00	8:00											24:00
270Q	GRAVE DIFF 1.5									8:00							8:00
249Q	HOLIDAY WORKED						8:30										8:30
249N	HOLIDAY WORKED						2:30										2:30
228	GGU WK PREMIUM																
235N	WKEND OT PREM								9:30	12:30							
	TOTAL			25:00	25:00	25:00	22:00	14:00	11:00	25:00	8:00	8:00	8:00	8:00	8:00	0:00	187:00

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

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:

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)

## Straight Time Pay (Code 250)

- Code 250 – Straight Pay:
  - 3:30 hours of straight time pay as you cannot claim X1.5 (251N or 251Q) prior to working 40 hours in the week
- Purpose:
  - Used when an employee has not yet reached 37.5 hours of physically worked time
  - These hours are paid at the regular rate and do not count as overtime, but they help the employee reach the 37.5-hour overtime threshold
- In this Case:
  - The employee had 37:30 hours of regular pay code (code 100 and 105) and the 2:30 hours of straight time (code 250) brought them to 40 physically worked hours, making them eligible to earn overtime

- Code 249N and 249Q – Holiday Premium Pay
  - On the Wednesday 11/27/25 shift, the employee had met their 40 hours physically worked mid way through the shift. 2:30 hours were coded to 249N, and the remaining 8:30 hours were coded to 249Q.

## Qualified Overtime (Code 251Q)

- Code 251Q – Qualified Overtime:
  - Employee had physically worked 40 hours by Wednesday 11/27/25, making all shifts worked Friday 11/28/25 through Sunday 11/30/25 all qualified overtime (code 251Q)

## 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)

#### 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)