

## 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: Z40P  
 Bargaining Unit: GP

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

Pay Period Start Date: December 8, 2025  
 Pay Period End Date: December 21, 2025  
 Document ID: \_\_\_\_\_  
 Certified By: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Entered By: \_\_\_\_\_

Partial Week hrs FWD: 37:30  
 Reg Pay (100)

Leave Taken (165/172)

Holiday (105)

	Standard Start / Stop Times	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS WORKED	
		12/08	12/09	12/10	12/11	12/12	12/13	12/14	12/15	12/16	12/17	12/18	12/19	12/20	12/21		
Start	8:00			7:00					16:30	5:00	5:00	5:00	7:00	7:00	7:00		
Stop	12:00			12:30					20:00	12:30	12:30	12:30	12:30	12:30	12:30		
Start	12:30			13:00						13:00	13:00	13:00	13:00	13:00	13:00		
Stop	16:30			20:00						20:00	20:00	20:00	20:00	18:00	18:30		
Start																	
Stop																	
Start																	
Stop																	
Total	8:00	0:00	12:30	0:00	0:00	0:00	0:00	3:30	14:30	14:30	14:30	12:30	10:30	11:00	0:00	93:30	
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
				12/08	12/09	12/10	12/11	12/12	12/13	12/14	12/15	12/16	12/17	12/18	12/19	12/20	12/21
100	REGULAR PAY								3:30	14:30	14:30	8:30	12:30	10:30	11:00		75:00
105	REG HOLIDAY																0:00
251N	OT 1.5			2:30									2:30				5:00
251Q	OT 1.5			10:00									3:30				13:30
280	SWING DIFF								3:30								3:30
290	GRAVE DIFF									14:30	14:30	8:30					37:30
270N	GRAVE DIFF 1.5											2:30					2:30
270Q	GRAVE DIFF 1.5											3:30					3:30
																	0:00
																	0:00

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

TOTAL	0:00	12:30	0:00	0:00	0:00	0:00	7:00	29:00	29:00	29:00	12:30	10:30	11:00	0:00	140:30
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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: AWW Schedule 18 - OCS PSS Wed Split at 16:30

Supervisor Signature: Supervisor Signature

Date: 1/1/1901

This employee utilizes a combination of 100 code Regular Pay and nonqualifying overtime (251N) to reach the FLSA Qualifying overtime threshold in the work weeks ending 12/10 and 12/17. They continue to work after meeting this threshold, allowing remaining overtime to be coded as qualifying (251Q).

12/23/2025 (Form Revised 01/31/2025)