

## 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								5:00	5:00	5:00	7:00	7:00	7:00	7:00				
Stop	12:00								12:30	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	18:00	18:30					
Start																			
Stop																			
Start																			
Stop																			
Total	8:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	14:30	14:30	14:30	12:30	10:30	11:00	0:00	77:30			
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										14:30	14:30	8:30	12:30	10:30	11:00		71:30	
105	REG HOLIDAY																	0:00	
165	LV PER										3:30							3:30	
250	ADD ST PAY													3:30				3:30	
251N	OT 1.5													2:30				2:30	
290	GRAVE DIFF										14:30	14:30	12:00					41:00	
270N	GRAVE DIFF 1.5												2:30					2:30	
																	0:00		
																	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	0:00	0:00	0:00	0:00	0:00	3:30	29:00	29:00	29:00	12:30	10:30	11:00	0:00	124:30

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: AWW Schedule 18 - OCS PSS Wed Split at 16:30

Supervisor Signature: Supervisor Signature

Date: 1/1/1901

This employee took leave on 12/15 and utilized straight time to reach the GGU overtime threshold of 37.5 hours. After meeting this threshold, the employee was still short 2.5 hours of the FLSA qualifying overtime threshold. 2.5 hours were coded to nonqualifying overtime (251N). The employee did not have enough overtime to begin earning qualifying overtime (251Q).