

ALASKA DEPARTMENT OF

Administration

Time & Attendance Report

Employee Name: Employee, Alaska

Employee ID: 123456

Status: Full Time (FR)

Partial Week hrs FWD: 0:00

Reg Pay (100)

Home Department: 02

Home Unit: Z40P

Bargaining Unit: GGU

0:00

Leave Taken (165/172)

Alt. Workweek: Yes

Overtime Eligible: Yes

Comp Time: No

0:00

Holiday (105)

Pay Period Start Date: April 14, 2025

Pay Period End Date: April 27, 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
				04/14	04/15	04/16	04/17	04/18	04/19	04/20	04/21	04/22	04/23	04/24	04/25	04/26	04/27	
Start	7:00			7:00	7:00	7:00	7:00	7:00	12:00		7:00	7:00	7:00	7:00				
Stop	12:00			12:00	12:00	12:00	12:00	12:00	16:00		12:00	12:00	12:00	12:00				
Start	12:30			12:30	12:30	12:30	12:30	12:30			12:30	12:30	12:30	12:30				
Stop	16:00			16:00	17:30	16:00	17:30	16:00			16:00	16:00	16:00	18:00				
Start															<0:00			
Stop								<4:30							0:00>			
Start								4:00>										
Stop																		
Total	8:30			8:30	10:00	8:30	10:00	8:30	4:00	0:00	8:30	8:30	8:30	10:30	0:00	0:00	0:00	85:30
Event Code	Event Code Description	LDP Override/ Ref #	LDP Description	Mon 04/14	Tue 04/15	Wed 04/16	Thu 04/17	Fri 04/18	Sat 04/19	Sun 04/20	Mon 04/21	Tue 04/22	Wed 04/23	Thu 04/24	Fri 04/25	Sat 04/26	Sun 04/27	TOTAL HOURS
100	REGULAR PAY			8:30	10:00	8:30	10:00	4:30	4:00		8:30	8:30	8:30	4:00				75:00
105	REG HOLIDAY			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	0:00	0:00
250	ADD ST PAY																	0:00
251N	OT 1.5							2:30						2:30				5:00
251Q	OT 1.5							1:30						4:00				5:30
																		0:00
																		0:00
																		0:00
																		0:00
																		0:00
TOTAL				8:30	10:00	8:30	10:00	8:30	4:00	0:00	8:30	8:30	8:30	10:30	0:00	0:00	0:00	85:30

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: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: 

AWW - FRIDAY @ 11:30AM SPLIT

### 37.5 Hour Workweek Requirement Met (Code 100)

- Code 100 – Regular Pay
  - 37:30 hours of physically worked time

### Non Qualified Overtime (Code 251N)

- Code 251N – (Non Qualified Overtime)
  - 2:30 hours worked after reaching 37.5 but before 40 hours (in each week)
  - These hours are paid at time-and-a-half, but are considered non-qualified OT

### Qualified Overtime (Code 251Q)

- Code 251Q – Qualified Overtime
  - Week 1: 1:30 hours physically worked after reaching 40 hours physically worked. Week 2: 4:00 hours physically worked after reaching 40 hours physically worked.
  - These hours are considered qualified overtime