

## ALASKA DEPARTMENT OF

## Administration

## Time &amp; 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

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

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	12:00		7:00	7:00	7:00	7:00						
Stop	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						
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																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	85:30		
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	
				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	
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	
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	
If needed additional event lines are available at row 46 to 69. Totals will reflect all event rows filled out.				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	85:30

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 - FRIDAY @ 11:30AM SPLIT

Date: 1/1/1901

Supervisor Signature:

Supervisor Signature

### **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 (Code251Q)**

- 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