

ALASKA DEPARTMENT OF

Transportation & Public Fac

Time & Attendance Report

Pay Period Start Date: November 10, 2025

Pay Period End Date: November 23, 2025

Document ID:

Certified By:

Date:

Entered By:

Employee Name: Employee, Alaska

Employee ID: 123456

Status: Full Time (FR)

Home Department: 25

Home Unit: Z260

Bargaining Unit: LL

Alt. Workweek: ~~No~~

Overtime Eligible: Yes

Comp Time: No

| Standard Start / Stop Times |                        |                     |                 | Mon   | Tue   | Wed   | Thu   | Fri   | Sat   | Sun   | Mon   | Tue   | Wed   | Thu   | Fri   | Sat   | Sun   | HOURS WORKED |
|-----------------------------|------------------------|---------------------|-----------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------------|
|                             |                        |                     |                 | 11/10 | 11/11 | 11/12 | 11/13 | 11/14 | 11/15 | 11/16 | 11/17 | 11/18 | 11/19 | 11/20 | 11/21 | 11/22 | 11/23 |              |
| Start                       | 8:00                   |                     |                 | 6:00  | 6:00  | 6:00  | 6:00  | 6:00  | 6:00  | 6:00  | 6:00  | 6:00  | 6:00  | 6:00  | 6:00  | 6:00  | 6:00  |              |
| Stop                        | 12:00                  |                     |                 | 12:00 | 12:00 | 12:00 | 12:00 | 12:00 | 12:00 | 12:00 | 12:00 | 12:00 | 12:00 | 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 | 12:30 | 12:30 | 12:30 | 12:30 | 12:30 |              |
| Stop                        | 16:30                  |                     |                 | 16:30 | 16:30 | 18:30 | 18:30 | 18:30 | 18:30 | 18:30 | 18:30 | 18:30 | 18:30 | 18:30 | 18:30 | 18:30 | 18:30 |              |
| Start                       |                        |                     |                 |       |       |       |       |       |       |       |       |       |       |       |       |       |       |              |
| Stop                        |                        |                     |                 |       |       |       |       |       |       |       |       |       |       |       |       |       |       |              |
| Start                       |                        |                     |                 |       |       |       |       |       |       |       |       |       |       |       |       |       |       |              |
| Stop                        |                        |                     |                 |       |       |       |       |       |       |       |       |       |       |       |       |       |       |              |
| Total                       | 8:00                   |                     |                 | 10:00 | 10:00 | 12:00 | 12:00 | 12:00 | 12:00 | 12:00 | 12:00 | 12:00 | 12:00 | 12:00 | 12:00 | 12:00 | 12:00 | 164:00       |
| Event Code                  | Event Code Description | LDP Override/ Ref # | LDP Description | Mon   | Tue   | Wed   | Thu   | Fri   | Sat   | Sun   | Mon   | Tue   | Wed   | Thu   | Fri   | Sat   | Sun   | TOTAL HOURS  |
|                             |                        |                     |                 | 11/10 | 11/11 | 11/12 | 11/13 | 11/14 | 11/15 | 11/16 | 11/17 | 11/18 | 11/19 | 11/20 | 11/21 | 11/22 | 11/23 |              |
| 100                         | REGULAR PAY            |                     |                 | 10:00 |       | 12:00 | 12:00 | 12:00 | 12:00 | 12:00 |       |       |       |       |       |       |       | 70:00        |
| 105                         | REG HOLIDAY            |                     |                 | 0:00  | 8:00  | 0:00  | 0:00  | 0:00  | 0:00  | 0:00  | 0:00  | 0:00  | 0:00  | 0:00  | 0:00  | 0:00  | 0:00  | 8:00         |
| 249N                        | HOLIDAY WORKED         |                     |                 |       | 10:00 |       |       |       |       |       |       |       |       |       |       |       |       | 10:00        |
| 251N                        | OT 1.5                 |                     |                 |       |       |       |       |       |       |       |       |       |       | 4:00  |       |       |       | 4:00         |
| 251Q                        | OT 1.5                 |                     |                 |       |       |       |       |       |       |       | 12:00 | 12:00 | 12:00 | 8:00  |       |       |       | 44:00        |
| 252N                        | OT DOUBLE              |                     |                 |       |       |       |       |       |       |       |       |       |       |       | 12:00 | 12:00 | 12:00 | 36:00        |
|                             |                        |                     |                 |       |       |       |       |       |       |       |       |       |       |       |       |       |       | 0:00         |
|                             |                        |                     |                 |       |       |       |       |       |       |       |       |       |       |       |       |       |       | 0:00         |
|                             |                        |                     |                 |       |       |       |       |       |       |       |       |       |       |       |       |       |       | 0:00         |
|                             |                        |                     |                 |       |       |       |       |       |       |       |       |       |       |       |       |       |       | 0:00         |
| TOTAL                       |                        |                     |                 | 10:00 | 18:00 | 12:00 | 12:00 | 12:00 | 12:00 | 12:00 | 12:00 | 12:00 | 12:00 | 12:00 | 12:00 | 12:00 | 12:00 | 172:00       |

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

Supervisor Signature: Supervisor Signature

Date: 1/1/1901

Date: 1/1/1901

Comments:

Split Thur @ 14:30  
11/11/25 holiday is non-qualifying due to not meeting overtime threshold.  
Schedule is Thur - Thur, the overtime hours worked from 11/17 through 14:30 on 11/20 are qualifying overtime hours. The work period starts over at 14:30 on 11/20 and the overtime and double time are now non-qualifying hours.