



NAVAL CONSTRUCTION TRAINING CENTER CIVILIAN TIMESHEETS



Privacy Act Statement

Authority: CFR Title 5, Vol. 1, Part 630

Principle Purpose(s): Used for recording official time. Used to effectively manage the workforce.

Routine Use(s): Blanket routine uses

Disclosure: Voluntary; however, failure to furnish information requested may result in total or partial denial of payment and may delay or prevent payment/proper credit of leave.

NAME:	PAY PERIOD ENDING:	REG JOB ORDER NUMBER:	WORK SCHEDULE
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	IN	OUT	REGULAR HOURS	LEAVE HOURS	O. T. HOURS	COMP EARNED	COMP USED	JOB ORDER NUMBER
SUN								
MON								
TUE								
WED								
THU								
FRI								
SAT								
SUN								
MON								
TUE								
WED								
THU								
FRI								
SAT								
SAMPLES OF LEAVE HOURS: 8LA, 3LS, 8LH								
Total Regular Hours				Total Overtime Hours				
Annual Leave				Total Comp				
Sick Leave				Total Comp Used				
Other LV; LN; LH								
TOTAL HOURS								

CERTIFICATION
Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations for non-exempt FLSA. No overtime worked other than as reported for this pay period.
EMPLOYEE SIGNATURE
AUTHORIZED SIGNATURE

LEAVE JOB ORDER NUMBERS	
Annual Leave (LA)	14ULA
Sick Leave (LS)	14ULS
Holiday Leave (LH)	14ULH
Comp Time Earned (CE)	14UCE
Comp Time Used (CT)	14UCT
Admin Leave (LN)	14ULN
Military Leave (LM)	14ULM
Leave Award (LY)	14ULY
LWOP (KA)	14UKA

NOTES:

- When you post leave to your card, your IN/OUT hours need to reflect only the time you were on the job. You are not allowed to include your lunch hour in the posted hours unless you actually worked during the time of your scheduled lunch period – meaning if you depart 1100 and have a one hour lunch period your departure time does not become 1200 – the government only reimburses you for time you actually work – lunch hours are NOT paid. If you work through your lunch hour – annotate NLP (no lunch period) beside your IN/OUT time in order to receive credit for that time. Also Holidays do NOT have an IN/OUT time posted unless you actually worked during the holiday.
- When posting LEAVE, please annotate in that column what type leave you have taken, i.e. 8SL for sick leave, 8ML for military leave, 4LN for excused leave (blood donor leave). Just a reminder on Blood Donor Leave, you are authorized 4 hours total. That 4 hour time period include the time you are traveling to donate and the time it takes you to donate the blood. Blood donor leave slips MUST be signed by a Red Cross official AND attached to this form.