



# MAPS Biweekly Timesheet

Location \_\_\_\_\_

Name \_\_\_\_\_

Social Security No. \_\_\_\_\_

OPTIONAL

**INSTRUCTIONS:** For permanent employees, record hours worked each day; leave taken; overtime, or compensatory leave earned. For hourly employees, record only actual hours worked each day. All entries should be in ink. **NOTE:** All request for leave must be submitted using a Work/Leave Request Form beginning January 3, 2001.

**Hours worked or leave taken from PREVIOUS payperiod and not reported**

Date						
Hours						
Type						

**Week One** In the space below the day of the week, please fill in the date (mm/dd/yy) for each day you worked.

SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL
							0

**NOTE:** Employees who are in a non-exempt status (those who are eligible to earn overtime) cannot carry over hours worked from one workweek to another workweek. Hours must be paid as overtime or given as time off. This is a Fair Labor Standards Act (FLSA) regulation and must be followed.

**Week Two** In the space below the day of the week, please fill in the date (mm/dd/yy) for each day you worked.

SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL
							0

**NOTE:** All requests for leave must be submitted using a Work/Leave Request Form beginning January 3, 2001.

**Leave Taken**

Payperiod Summary

Type	AL	SL-P	SL-F	CTT				
No. of Hours								

**Overtime Worked/Compensatory Leave Earned**

Type						
No. of Hours						

The information above is a complete and accurate record for this payperiod. I understand that "Falsification of personnel records, time records or any other County and employee record or report" is grounds for dismissal from County employment. Personnel Rules and Regulation Section 14.3.F.9. Omission of entries is considered falsification.

Employee signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor/Agency Head signature \_\_\_\_\_

Date \_\_\_\_\_

**ABBREVIATIONS/DESCRIPTIONS/CODES**

Administrative Leave taken.....(ADM-T)..... 93	FML/Adoption.....(FML-AD)..... 78	Dock.....(DOC)..... 88
Administrative Leave earned.....(ADM-E)..... 94	FML/Annual Leave taken.....(FML-AL)..... 70	Leave Without Pay.....(LWOP)..... 86
Adoption.....(AD)..... 90	FML/Dock.....(FML-DOC)..... 74	Suspension.....(SUS)..... 89
Annual Leave taken.....(AL)..... 10	FML/Family Sick taken.....(FML-FS)..... 72	<b>WORK AND OVERTIME CODES</b>
Annual Leave paid.....(AL-PD)..... 19	FML/Holiday taken.....(FML-HOL)..... 73	Regular hours worked.....(REG)..... R01
Compensatory taken.....(CTT)..... 40	FML/Personal Sick taken.....(FML-PS)..... 71	Overtime, straight pay.....(OTS)..... R10
Compensatory earned.....(CTE)..... 41	FML/Comp.....(FML-CTT)..... 7C	Overtime, time and a half pay.....(OT)..... R20
Extended Leave taken.....(EX)..... 22	FML/Workers Comp.....(FML-WC)..... 75	Overtime, time and a half pay/exception (OT-Ex)..... R21
Holiday (Floating) Leave taken.....(HOL)..... 30	Bereavement Leave.....(BL)..... 80	Overtime, straight pay, CoMgr declared (OTS-Mgr).....M1"x"
Holiday Leave paid.....(HOL-PD)..... 39	Civil Leave taken.....(CIV)..... 81	Overtime, time and a half pay, CoMgr declared (OT-Mgr).....M2"x"
Injury Leave taken.....(INJ)..... 61	Conference Leave.....(CL)..... 85	Overtime, special events..... E20-E49
Sick-Family.....(SL-F)..... 21	Educational Leave.....(EDU)..... 84	Overtime, defined by Agencies—see Timekeeper . D10-D89
Sick-Personal.....(SL-P)..... 20	In-Service Training.....(TR)..... 82	"x" = assigned based on event
Sick Leave paid.....(SL-PD)..... 29	Military Leave taken.....(ML)..... 83	Other overtime codes may be used by individual agencies.

This form requires the signature of the employee as well as his/her supervisor.

Revised 05/2007