

# LEAVE AND EXTRA TIME REPORT

Period: \_\_\_\_\_ through \_\_\_\_\_

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Portion of day *In hours and tenths of hour																
Reason Code																
Overtime hours *In hours and tenths of hour																
Compensatory Time	Earned															
	Used															
Date	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Portion of day *In hours and tenths of hour																
Reason Code																
Overtime hours *In hours and tenths of hour																
Compensatory Time	Earned															
	Used															

Lost Time  
Chart

Extra Time  
Chart

.0 hour = 0 - 5 min.      .4 hour = 24 - 29 min.      .8 hour = 48 - 53 min.  
 .1 hour = 6 - 11 min.      .5 hour = 30 - 35 min.      .9 hour = 54 - 59 min.  
 .2 hour = 12 - 17 min.      .6 hour = 36 - 41 min.      1.0 hour = 60 min.  
 .3 hour = 18 - 23 min.      .7 hour = 42 - 47 min.

.1 hour = 1 - 6 min.      .4 hour = 19 - 24 min.      .7 hour = 37 - 42 min.  
 .2 hour = 7 - 12 min.      .5 hour = 25 - 30 min.      .8 hour = 43 - 48 min.  
 .3 hour = 13 - 18 min.      .6 hour = 31 - 36 min.      .9 hour = 49 - 54 min.  
 1.0 hour = 55 - 60 min.

REASON CODE
A = annual leave
P = personal illness or injury
F = family illness or injury
J = jury duty
M = military leave
B = death of family member
D = death of relative

**FOR PAYROLL USE ONLY**  
**EXTRA TIME HOURS SUMMARY**

Week 1 \_\_\_\_\_  
 Week 2 \_\_\_\_\_  
 Week 3 \_\_\_\_\_  
 Week 4 \_\_\_\_\_  
 Week 5 \_\_\_\_\_

BANNER ID NUMBER T \_\_\_\_\_ PRINT NAME \_\_\_\_\_

Date \_\_\_\_\_ Signature of Employee \_\_\_\_\_

Date \_\_\_\_\_ Signature of Supervisor \_\_\_\_\_

ORG CODE \_\_\_\_\_

Earning Code 170	No Hours _____	Earning Code 032	FUND _____	Earning Code 035	FUND _____
Earning Code 180	No Hours _____	Total Hours _____	ORG _____	Total Hours _____	ORG _____
Earning Code 310	No Hours _____	Rate _____	ACCT _____	Rate _____	ACCT _____
Earning Code _____	No Hours _____	Amount _____	PROG _____	Amount _____	PROG _____