



U.S. Department of State

TIME AND ATTENDANCE 2017

Name

Pay Period:

				Last	First		Middle										
Day	Date	Start Time	End Time	RD	TW		AL	SL	CU	CW	Other		LW	ND	SD	HP	OT
Sunday																	
Monday																	
Tuesday																	
Wednesday																	
Thursday																	
Friday																	
Saturday																	
Sunday																	
Monday																	
Tuesday																	
Wednesday																	
Thursday																	
Friday																	
Saturday																	
Period Totals:																	
Employee Comments					Employee certifies that regular, leave taken, and premium hrs. worked is accurate, and is in keeping with Department regulations.												
					Employee Signature											Date (mm-dd-yyyy)	
					Supervisor Action and Signature												
Supervisor Comments					Supervisor Action				Supervisor Signature					Date (mm-dd-yyyy)			
					Time Keeper Signature												
					Timekeeper Signature											Date (mm-dd-yyyy)	