

EMPLOYEE TIME RECORD			EMPLOYEE NAME:					PAY PERIOD ENDING:																																				
TIME IN/TIME OUT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT																														
IN																																												
OUT																																												
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TOTAL HOURS																																												
PRIVACY ACT INFORMATION: If information subject to the Privacy Act (i.e. employee number, leave data, time-in/time-out) is shown on this form, then it must be handled and disposed of as Privacy Act data. Reference MMI 1620.5 and MSFC FMM par.29.05a.							I certify that the absence(s) was in accordance with regulations authorizing sick and/or annual leave.																																					
							SIGNATURE OF EMPLOYEE:																																					
REMARKS CODES: <table style="width:100%; border: none;"> <tr> <td style="width:33%;">AL - ANNUAL LEAVE</td> <td style="width:33%;">EPR - EMER/PROT/RESCUE</td> <td style="width:33%;">OT - OVERTIME</td> </tr> <tr> <td>ADM - ADMIN. LEAVE</td> <td>ET - EMERGENCY TOUR</td> <td>OTP - OTHER TIME ON PREMISES</td> </tr> <tr> <td>AWOL - ABSENT W/O LEAVE</td> <td>EXT - EXCUSED TARDY</td> <td>PP - PRE-IND PHYSICAL</td> </tr> <tr> <td>BL - BLOOD LEAVE</td> <td>FTS- FULL TIME STUDY</td> <td>REL - RELIGIOUS LEAVE</td> </tr> <tr> <td>CD - CIVIL DEFENSE</td> <td>HOL - HOLIDAY LEAVE</td> <td>SL - SICK LEAVE</td> </tr> <tr> <td>CL - COURT LEAVE</td> <td>HW - HOLIDAY WORKED</td> <td>TDY - TEMPORARY DUTY</td> </tr> <tr> <td>CLT - COMP LEAVE TAKEN</td> <td>LWOP - LEAVE W/O PAY</td> <td>TMU - TIME MADE UP</td> </tr> <tr> <td>CSE - CIVIL SERVICE EXAM</td> <td>MF - MILITARY FUNERAL</td> <td>TRN - TRAINING</td> </tr> <tr> <td>CTE - COMP TIME EARNED</td> <td>ML - MILITARY LEAVE</td> <td>VI - VACCINE/IMMUNIZATIONS</td> </tr> <tr> <td>ELP - EXTENDED LUNCH PERIOD</td> <td>NLP - NO LUNCH PERIOD</td> <td>VL - VOTING LEAVE</td> </tr> </table>															AL - ANNUAL LEAVE	EPR - EMER/PROT/RESCUE	OT - OVERTIME	ADM - ADMIN. LEAVE	ET - EMERGENCY TOUR	OTP - OTHER TIME ON PREMISES	AWOL - ABSENT W/O LEAVE	EXT - EXCUSED TARDY	PP - PRE-IND PHYSICAL	BL - BLOOD LEAVE	FTS- FULL TIME STUDY	REL - RELIGIOUS LEAVE	CD - CIVIL DEFENSE	HOL - HOLIDAY LEAVE	SL - SICK LEAVE	CL - COURT LEAVE	HW - HOLIDAY WORKED	TDY - TEMPORARY DUTY	CLT - COMP LEAVE TAKEN	LWOP - LEAVE W/O PAY	TMU - TIME MADE UP	CSE - CIVIL SERVICE EXAM	MF - MILITARY FUNERAL	TRN - TRAINING	CTE - COMP TIME EARNED	ML - MILITARY LEAVE	VI - VACCINE/IMMUNIZATIONS	ELP - EXTENDED LUNCH PERIOD	NLP - NO LUNCH PERIOD	VL - VOTING LEAVE
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