

DEFENSE CIVILIAN PAY SYSTEM
TIME AND LABOR REPORT
FORMAT 2

EMPLOYEE ID		BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME										PLT ROT	PERIOD ENDING	SEQ NO.							
STD JON												HRS OF WORK												
//////	AWS	SUN	MON	TUE	WED	THR	FRI	SAT	SUN	MON	TUE	WED	THR	FRI	SAT									
TOUR																								
TYP/SFT	////																							
GRADED ND																								
JOB ORDER NUMBER									TYPE	HR	WK	SUN	MON	TUE	WED	THR	FRI	SAT	INIT					
											1													
											2													
											1													
											2													
											1													
											2													
											1													
											2													
											1													
											2													
											1													
											2													
REG		OT		COMP		HOL		SUN		2ND		3RD		ND		E/H		LV		NP/LV				

RG - REGULAR HOURS (GS)
RF - REGULAR, 1ST SHIFT (WG)
RS - REGULAR, 2ND SHIFT (WG)
RT - REGULAR, 3RD SHIFT (WG)

HG - HOLIDAY WORKED (GS)
HF - HOLIDAY WORKED, 1ST SHIFT (WG)
HS - HOLIDAY WORKED, 2ND SHIFT (WG)
HT - HOLIDAY WORKED 3RD SHIFT (WG)

SG - SUNDAY WORK (GS)
SF - SUNDAY WORK, 1ST SHIFT (WG)
SS - SUNDAY WORK, 2ND SHIFT (WG)
ST - SUNDAY WORK, 3RD SHIFT (WG)

LA - ANNUAL LEAVE
LB - ADVANCED ANNUAL LEAVE
LC - COURT LEAVE
LG - ADVANCE SICK LEAVE
LH - HOLIDAY LEAVE
LM - MILITARY LEAVE
LN - ADMIN LEAVE
LS - SICK LEAVE
LT - COP
LU - DATE OF TRAUMATIC INJURY
LY - TIME OFF AWARD

OV - OVERTIME - UNSCHEDULED
OC - OVERTIME - CALL BACK

CE - COMP TIME EARNED
CT - COMP TIME TAKEN
CD - CREDIT HOURS EARNED
CN - CREDIT HOURS TAKEN

KA - LWOP
KB - SUSPENSION
KC - AWOL
KD - LWOP - OWCP

ALL HOURS REPORTED ARE CORRECT FOR THE REPORTING PERIOD.

ALL HOURS HAVE BEEN REVIEWED AND ARE CERTIFIED CORRECT FOR THE REPORTING PERIOD. ALL PREMIUM HOURS HAVE BEEN APPROVED AND WORKED ACCORDING TO THE APPROPRIATE LAWS AND REGULATIONS.

SUPERVISOR/TIMEKEEPER'S SIGNATURE

CERTIFIER'S SIGNATURE