

DAILY TIME RECORD
TIME AND ATTENDANCE WORKSHEET

EMPLOYEE Last Name, First Name									Position			Perm or Temp Promotion					DW or WS	
Pay Period		From:							To:									
Day of the Week		SUN	MON	TUE	WED	THU	FRI	SAT	Week 1 Total	SUN	MON	TUE	WED	THU	FRI	SAT	Week 2 Total	pp Totals
Date of the Month																		
Shore Leave Credit Day																		
Code	Description																	
01	Base Pay																	
01	Base Pay (In Training)																	
21	Maintenance Overtime Pay																	
21	Operational Overtime Pay																	
21	Special Project Overtime Pay																	
16-1	Penalty Pay																	
16-3	Dive Pay																	
16-5	Oil Tank Cleaning GVA																	
16-8	Dirty Work, regular hours																	
16-9	Dirty Work, GVA in lieu of OT																	
27	Dirty Work, Engineer on OT																	
32	Maintenance Comp Time																	
32	Operational Comp Time																	
32	Special Project Comp Time																	
59	Shore Leave Used																	
61	Annual Leave Used																	
61	Annual Leave (FMLA)																	
61	Annual Leave (OWCP)																	
61/66	Time Off Award Used																	
62	Sick Leave Used																	
62	Sick Leave (FMLA)																	
62	Sick Leave (OWCP)																	
62-62	Family Sick Leave Used																	
64	Compensatory Time Used																	
65	Military Leave Used																	
66	Holiday / Admin Leave																	
66	Hazardous Weather																	
67	OWCP / COP (≤ 45 days)																	
71	LWOP																	
71	LWOP (FMLA)																	
71	LWOP (OWCP)																	
72	AWOL																	
73	Suspension																	

The penalty for an employee found guilty of falsification of a payroll document for personal gain is removal. If convicted in a court of law, the individual is subject to a fine of not more than \$10,000 or imprisonment of not more than five years, or both (18 U.S.C. 1003).

Date	Time: From - To	Maint OT	Opertl OT	Sp Prj OT	Penlty Pay	Dive Pay	Dirty Pay	Maint CT	Opertl CT	Sp Prj CT	Description of Premium Pay Claim or Comments

Department Head Signature / Date	Executive Officer Signature / Date
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Operational Overtime: All overtime which supports ship mission. This includes standing watch, collecting data, preparing meals, loading stores, operating or monitoring equipment or pumps, transferring fuel and cleaning activities.

Maintenance Overtime: All overtime which supports ship maintenance and repair. This includes replacing machinery components, restoring inoperable equipment to working order, lubricating equipment, preserving the material condition of the ship and responding to engineering alarms.