

CPAF TIMESHEET REPORT

Enter your hours in the columns that are highlighted in blue.

		(A)	(B)	(C)	(D)	(E)	(F)
Date	Total hours	SA Services			Youth Specific SA Services		
		Advocacy	Outreach and Education	Support Group	Advocacy	Outreach and Education	Support Group
		CSBG-2DV	CDD	CDD	CSBG-2DV	CDD	CDD
F	2/4/11						
S	2/5/11						
S	2/6/11						
M	2/7/11	7					
T	2/8/11	7					
W	2/9/11	7.25					
Th	2/10/11	7					
28.25							
F	2/11/11	7.75					
S	2/12/11						
S	2/13/11						
M	2/14/11	7					
T	2/15/11	7					
W	2/16/11	7					
Th	2/17/11	7					
35.75		27%	13%	9%	38%	8%	5%

CPAF TIMESHEET REPORT

Enter your hours only in the columns that are highlighted in blue.

PAY PERIOD 2/4/11 to 2/17/11

Date	Hours Worked by Program				Total Hours Worked	Claimed Leave-Time						Total Hours Paid
	CSBG-2DV	CDD				CPAF Holiday	Floating Holiday	Sick	Vac	Election	Jury duty/bereavemt	
F 2/4/11							7					7
S 2/5/11												
S 2/6/11												
M 2/7/11	4	3			7							7
T 2/8/11	4	3			7							7
W 2/9/11	5.75	1.5			7.25							7.25
Th 2/10/11	4.5	2.5			7							7
WEEKLY TOTAL	18.25	10			28.25		7					35.25
F 2/11/11	5.75	2			7.75							7.75
S 2/12/11												
S 2/13/11												
M 2/14/11	4.5	2.5			7							7
T 2/15/11	4	3			7							7
W 2/16/11	5	2			7							7
Th 2/17/11	4	3			7							7
WEEKLY TOTAL	23.25	12.5			35.75							35.75
TOTAL FOR PAY PERIOD	41.5	22.5			64		7					71

Comments:

Certification

Attendance, absences and overtime recorded are accurate, verified and/or in accordance with legal requirements and prescribed directives.

Name _____
Program Associate
 Title _____
 Employee Sign: _____
 Supervisor's Signature _____

Type of Leave	Beginning Balance	Accrued this P/P	Claimed this P/P	Ending Balance
Floating Holiday	12.00	-	7.00	5.00
Sick	64.93	3.23	-	68.16
Vacation	16.67	2.69	-	19.36

Balance from previous pay period

Floating Holiday	12.00
Sick-time	64.93
Vacation	16.67

months employed 12.5

Time-off Accrual Rates and Balances

Accrual Rates	Per pay period	Cap
Sick-time	3.23	200
Vacation	2.69	120.00

	Vacation	Vac Cap
<= 36 mos.	2.69	120
>=37 mos. <=72 mos.	3.23	144
>=73 mos.	4.04	184