Workweek	Begins: Ho	ur of Day	; Day of	Week	_				
Basis of Pa	ıy: (Hr, Day,	Week, Bi-w	veekly, Mon	th)					
Date of Bir	th:								
Normal Wo	ork Schedul	e:							
	1-16	2-17	3-18	4-19	5-20	6-21	7-22	8-23	9-24
Balance Br	ought Forw	ard From La	ast Year						
Jan									
Feb									
Mar									
A									
Apr									
May									
May									
June									
Juno									
July									
-									
Aug									
Sept									
Oct									
Nov									
_									
Dec	V - Vacatio			S - Sick Lea			L - Lost Tim		

\*Exceptions to the normal work schedule sahll be noted and attached to this form.

(Unit)

Employee's Service Record

	Name as on Social Security Card: (Mr. Mrs. Miss)									
				Address:						
				Soc. Sec. N	lo:					
				Office, Boa	ard, or Dept	•				
							Regular Vacation Leave			
10-25	11-26	12-27	13-28	14-29	15-30	31	Earned	Taken	Balance	
				•						

OL - Other authorized leave show vacation, sick leave, and other absences in days and half days.

General Payroll Form No. 99A (Rev. 1985)

Year\_\_\_\_\_

Employee Number:									
Zip Code:									
Classification:									
Begin Date	Empl	Leave Accrual Date							
	Sick Leave	Other Leave							
Earned			Taken	Explanation					