

Workweek Begins: Hour of Day \_\_\_\_; Day of Week \_\_\_\_

Basis of Pay: (Hr, Day, Week, Bi-weekly, Month)

Date of Birth:

Normal Work Schedule:

	1-16	2-17	3-18	4-19	5-20	6-21	7-22	8-23	9-24

Balance Brought Forward From Last Year-----

Jan									
Feb									
Mar									
Apr									
May									
June									
July									
Aug									
Sept									
Oct									
Nov									
Dec									

V - Vacation Leave

S - Sick Leave

L - Lost Time

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

(Unit)

**Employee's Service Record**

							Name as on Social Security Card: (Mr. Mrs. Miss)		
							Address:		
							Soc. Sec. No:		
							Office, Board, or Dept.		
10-25	11-26	12-27	13-28	14-29	15-30	31	Regular Vacation Leave		
							Earned	Taken	Balance

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

