

EMPLOYEE ATTENDANCE SUMMARY

1. EMPLOYEE'S NAME _____	2. SUPERVISOR'S NAME _____
3. DEPARTMENT, DIVISION, UNIT _____	
4. RECORDS OF ABSENCES: Sick Leave - <i>Red</i> Vacation - <i>Blue</i> Off Payroll - <i>Green</i> Holiday - <i>Brown</i> Personal Holiday - <i>Purple</i>	

STATE PAY PERIOD CALENDAR FOR 2017

NOTE: Holidays and pay periods may be subject to applicable memoranda of understanding statutes and regulations.
Hours for each pay period **INCLUDE** the holidays

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
JANUARY22 DAYS176 HRS							FEBRUARY21 DAYS168 HRS							MARCH22 DAYS176 HRS								
1	2	3	4	5	6	7				1	2	3	4					2	3	4		
8	9	10	11	12	13	14		5	6	7	8	9	10	11		5	6	7	8	9	10	11
15	16	17	18	19	20	21		12	13	14	15	16	17	18		12	13	14	15	16	17	18
22	23	24	25	26	27	28		19	20	21	22	23	24	25		19	20	21	22	23	24	25
29	30	31						26	27	28	1					26	27	28	29	30	31	
APRIL21 DAYS168 HRS							MAY22 DAYS176 HRS							JUNE22 DAYS176 HRS								
						1				2	3	4	5	6					1	2	3	
2	3	4	5	6	7	8		7	8	9	10	11	12	13		4	5	6	7	8	9	10
9	10	11	12	13	14	15		14	15	16	17	18	19	20		11	12	13	14	15	16	17
16	17	18	19	20	21	22		21	22	23	24	25	26	27		18	19	20	21	22	23	24
23	24	25	26	27	28	29		28	29	30	31					25	26	27	28	29	30	
30	1																					
JULY22 DAYS176 HRS							AUGUST22 DAYS176 HRS							SEPTEMBER21 DAYS168 HRS								
						1				2	3	4	5						1	2		
2	3	4	5	6	7	8		6	7	8	9	10	11	12		3	4	5	6	7	8	9
9	10	11	12	13	14	15		13	14	15	16	17	18	19		10	11	12	13	14	15	16
16	17	18	19	20	21	22		20	21	22	23	24	25	26		17	18	19	20	21	22	23
23	24	25	26	27	28	29		27	28	29	30	31				24	25	26	27	28	29	30
30	31	1																				
OCTOBER22 DAYS176 HRS							NOVEMBER22 DAYS176 HRS							DECEMBER21 DAYS168 HRS								
1	2	3	4	5	6	7				1	2	3	4						1	2		
8	9	10	11	12	13	14		5	6	7	8	9	10	11		3	4	5	6	7	8	9
15	16	17	18	19	20	21		12	13	14	15	16	17	18		10	11	12	13	14	15	16
22	23	24	25	26	27	28		19	20	21	22	23	24	25		17	18	19	20	21	22	23
29	30	31						26	27	28	29	30				24	25	26	27	28	29	30
																31						

ANALYSIS OF ABSENCE RECORD FROM _____ to _____ 6. VACATION A. Number of Days _____ Number of Hours _____ B. Number of Different Times _____ 8. ABSENCE WITHOUT PAY A. Number of Days _____ Number of Hours _____ B. Number of Different Times _____ 10. NUMBER OF WORKING DAYS IN THE PERIOD _____ NUMBER OF WORKING HOURS IN THE PERIOD _____	5. PERSONAL HOLIDAY Number of Hours _____ 7. SICK LEAVE _____ <i>This Employee</i> <i>Average Other Employees</i> A. Number of Days _____ Number of Hours _____ B. Number of Different Times _____ C. Present Sick Leave Balance: Days _____ Hours _____ 9. TOTAL ABSENCES A. Number of Days _____ Number of Hours _____ B. Number of Different Times _____ 11. PERCENTAGE OF WORKING DAYS IN THE PERIOD _____ PERCENTAGE OF WORKING HOURS IN THE PERIOD _____
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(OVER FOR 2018 SUMMARY)

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STATE PAY PERIOD CALENDAR FOR 2018

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Hours for each pay period **INCLUDE** the holidays

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
JANUARY 22 DAYS 176 HRS							1	2	3	4	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
FEBRUARY 21 DAYS 168 HRS										31	1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28			
MARCH 22 DAYS 176 HRS											1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
APRIL 21 DAYS 168 HRS							1	2	3	4	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
MAY 22 DAYS 176 HRS									1	2	3	4	5	6	7	8	9	10	11	12
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
JUNE 22 DAYS 176 HRS											31	1	2	3	4	5	6	7	8	9
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
JULY 22 DAYS 176 HRS							1	2	3	4	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
AUGUST 22 DAYS 176 HRS										1	2	3	4	5	6	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
SEPTEMBER 21 DAYS 168 HRS												31	1	2	3	4	5	6	7	8
9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
30																				
OCTOBER 22 DAYS 176 HRS								1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
NOVEMBER 22 DAYS 176 HRS										31	1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29		
DECEMBER 22 DAYS 176 HRS												30	1	2	3	4	5	6	7	8
9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
30	31																			

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