

TUSKEGEE UNIVERSITY: EMPLOYEE WORK RECORD

**This document is fillable & contains active formulas. It is not to be altered outside of accrual variations. Any submission, other than this document, will be returned to the department to be properly submitted.*

EMPLOYEE NAME: John Doe ID Number: 1234567

DEPARTMENT: The Office of Human Resources

RECORD KEEPER: Jasmine Bibb

POSITION TITLE: Payroll Assistant

START DATE: 5/1/2018

FISCAL YEAR: 07-01-18 TO 06-30-19

Beginning Balance: **7.50** Beginning Balance: **6.25**

**Start by entering beginning balance from the previous fiscal year in green box below ("BALANCE AT BEGINNING OF PERIOD")*

2018-2019	*Start by entering beginning balance from the previous fiscal year in green box below ("BALANCE AT BEGINNING OF PERIOD")																															SICK			VACATION				
	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	EARNED	TAKEN	BAL	EARNED	TAKEN	BAL		
JULY				H	H	H																												7.5	0.0	15.0	6.25	0.0	12.500
AUGUST						4v				2s						6s							7.5v	7.5v									7.5	8.0	14.5	6.25	19.0	-0.250	
SEPTEMBER			H							7.5p						E	E																7.5	7.5	14.5	6.25	0.0	6.000	
OCTOBER												7.5U																					7.5	0.0	22.0	6.25	0.0	12.250	
NOVEMBER						3s																H	H										7.5	3.0	26.5	6.25	0.0	18.500	
DECEMBER																			H	H	H			H	H	H	H	H			H	7.5	0.0	34.0	6.25	0.0	24.750		
JANUARY	H	H							W	W												H										7.5	0.0	41.5	6.25	0.0	31.000		
FEBRUARY																								7.5U									7.5	0.0	49.0	6.25	0.0	37.250	
MARCH											7.5v	7.5v	7.5v	7.5v	7.5v																		7.5	0.0	56.5	6.25	37.5	6.000	
APRIL				7.5U													H				H												7.5	0.0	64.0	6.25	0.0	12.250	
MAY										2v																		H					7.5	0.0	71.5	6.25	2.0	16.500	
JUNE							7.5s																L										7.5	7.5	71.5	6.25	0.0	22.750	
																	*Faculty: Leave "vacation" blank if not applicable.			Ending Balance: 71.50			Ending Balance: 22.75																

- E-EMERGENCY
- H-OFFICIAL HOLIDAY
- L-LEAVE WITHOUT PAY
- S-SICK LEAVE (P-Personal Leave 2 days)
- V-VACATION
- U- UNIVERSITY RELATED TRAVEL
- W- WEATHER DAY

The "BAL" column above will calculate your balance once you enter your "earned" and "taken" for that month.

BALANCE AT BEGINNING OF PERIOD	EARNED DURING PERIOD	USED DURING PERIOD	BALANCE AT END OF PERIOD
SICK LEAVE: 7.50 VACATION: 6.25	90.00 75.00	26.00 58.50	71.50 22.75

DAYS OF LEAVE WITHOUT PAY DURING PERIOD 1

*Maximum beginning vacation balance not to exceed 10, 15 or 20 days.

Employee Signature

Date

Supervisor Signature

Date

*Signing of this form confirms that both employee and supervisor have verified leave listed, in conjunction with records submitted throughout fiscal year (payroll and leave requests).