

AD-2002 (05-00) U.S. DEPARTMENT OF AGRICULTURE TIME AND ATTENDANCE RECORD				EMPLOYEE NAME				CONTACT POINT													
PAY PERIOD		FROM (MM/DD/YY)		TO (MM/DD/YY)		OFFICE/DIVISION/BRANCH				YEAR											
		FIRST WEEK						SECOND WEEK						PAY PERIOD TOTAL							
TIME		SUN	MON	TUE	WED	THUR	FRI	SAT	1st WEEK HOURS	SUN	MON	TUE	WED		THUR	FRI	SAT	2nd WEEK HOURS			
IN-Begin Tour																					
LUNCH																					
OUT-End Tour																					
Leave Used-																					
Annual 61																					
Sick 62																					
From																					
To																					
Additional Hours Used-																					
Credit 50																					
COMP 64																					
Other																					
From																					
To																					
Overtime-Hours Worked																					
From																					
To																					
Credit Hours Worked 29																					
From																					
To																					
COMP Time Worked 32																					
From																					
To																					
Total Hours																					
LEAVE RECORD (Optional)										TRANSACTION CODES (Also see PC-TARE Procedures Handbook)											
BROUGHT FORWARD		ACCRUED		AVAILABLE		USED		ENDING BALANCE													
Annual	61									1	Regular Hours Worked	62/62	FFLA								
Sick	62									29	Credit Hours Earned	62	Sick Leave Used								
COMP	64									32	Compensatory Time Worked	64	Compensatory Time Used								
LWOP	71									50	Credit Hours Used	65	Military Leave Used								
CH	50									60	Compensatory Time Used (Religious Observance)	66	Holiday, Administrative Leave, Jury								
										61	Annual Leave Used	66/61	Time-Off Award								
										71		71	Leave Without Pay								
I certify that all time recorded this period is correct according to law and regulations. NOTE: If an employee is found guilty of submission of or causing or allowing the submission of falsely stated payroll documents or their supporting documents, the penalty may result in disciplinary action up to and including removal.										EMPLOYEE INITIALS:		DATE:		SUPERVISOR INITIALS:		DATE:		TIMEKEEPER INITIALS:		DATE:	
REMARKS:																					